

Network Scan Station User's Manual



Safety Information

When using this equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING:

Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.

⚠ CAUTION:

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Important:

Indicates operational requirements and restrictions. Please read and follow these instructions to ensure a proper operation and to avoid damage to the machine.

Note:

Indicates further explanation or clarification. Reading this is highly recommended.

↑ WARNING:

To avoid hazardous electric shock or fire, do not remove any covers or screws other than those specified in this manual.

A CAUTION:

- ✓ To reduce the risk of fire, use only no.26AWG or larger telecommunication line cord.
- ✓ Disconnect the power plug by pulling the plug, not the cable.
- ✓ Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Precautions

- Do not install the equipment near heating or air conditioning units.
- Do not install the equipment in a humid or dusty place.
- Use only the AC adapter (HEG75-S240320-7L by Hitron) included with the machine. Using other AC adapters may damage the machine and void the warranty.
- Place the equipment securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the box and packing materials for shipping purposes.

Notice

Important

- Do not make copies of any item for which copying is prohibited by law.
- Copying the following items are normally prohibited by the local law:
- Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.
- This machine is equipped with a function that prevents making counterfeit bank bills. Due to this, images similar to bank bills may not be copied properly.

Copyrights and Trademarks

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Other product names used herein are for identification purposes only and may be trademarks of their respective companies. We disclaim any and all rights to those marks.

Warranty

The information contained in this document(s) is subject to change without notice.

The manufacturer makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

The manufacturer shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

FCC Radio Frequency Interference Statement

This product has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. The FCC Class B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

CE Warning

This product satisfies the Class B limits of EN55022, EN55024 and safety requirements of EN 60950.

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1 Getting Started

Introduction

Thank you for purchasing the product, a 4-in-1 MFP. The product offers an unprecedented document delivery technology, transmitting paper documents electronically over the internet. With the product, you can instantly scan single-sided or double-sided paper-based document and deliver the electronic image to various destinations including e-mail addresses, printer, fax machine, ftp servers, web site, or someone else's computer on the network. The new way to distribute documents is faster, more cost effective, and safer than any traditional methods such as mail, or courier.

Important:

To perform the fax and copy function, you need to connect the product to a supported printer including Ricoh B&W laser printer (Aficio SP4110N).

Features

Digital Copying:

Since the product includes a laser printer, it is able to perform digital copies with outstanding copy quality. With an intuitive control panel and a quality LCD-display, making digital copy becomes fast and easy.

E-mailing:

Connected to an ethernet network and a SMTP server, the product allows you to transmit document(s) to your e-mail as attachment. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

Filing (Scan to Folder):

The product allows you to send the scanned documents to a server or a personal computer's file folder over intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), CIFS (Common Internet File System). The scan-to-folder feature off-loads the mail server from handling large attachments.

Duplex Scanning:

Through the auto document feeder, the product allows you to scan double-sided documents to digitize your documents more effectively.

Faxing:

With the built-in fax modem and an additional telephone line, the product is able to transmit your scanned document to a remote fax machine just like regular fax machine.

Sending Multi-Page Document:

With the Auto Document Feeder, the product allows a stack of 50-page document(s) to be continuously scanned at one time in reliable quality to increase your efficiency.

Managing the Product Remotely:

The product provides a convenient way to manage your e-mail address book, filing destinations (folders), and telephone book remotely. By simply typing the machine's IP address in the URL field of your browser, the product web page will be prompted. This web page allows the administrator to create up to 2000 e-mail addresses, 40 filing destinations, and 200 fax numbers to conveniently deliver the scanned documents to multiple recipients.

Shortcuts:

By assigning your frequently used functions and settings as shortcut buttons, the product allows you to complete your task in three simple touches on the LCD-display and the control panel.

External View

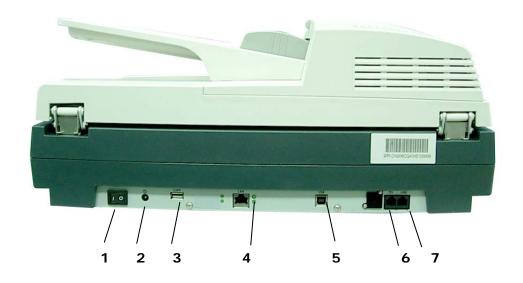
The Front View



- 1. Input Paper Tray and Paper Support
- 2. Paper Stopper
- 3. Document Cover
- 4. Handle

- 5. Control Panel
- 6. LCD-display
- 7. ADF Unit

The Connection Ports



1. Power Switch: To turn on and off the machine.

2. Power Jack: To connect power with a power cable.

3. Copy Port: To connect the printer with a USB cable.

4. LAN Port: To connect network with a network cable.

5. USB Port: To connect a computer as a USB scanner.

6. Telephone Jack: This telephone jack should be ignored since no

handset is provided with the product.

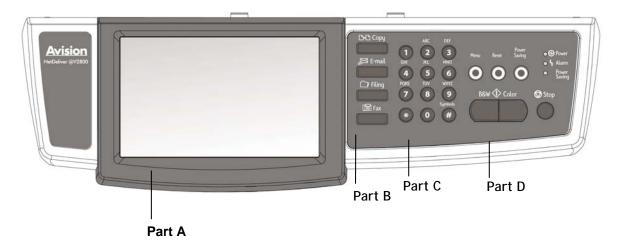
7. Line Jack: To connect the product to a "RJ-11" telephone

jack provided by the telephone company with a

telephone line.

Note: If you wish to use the product as a regular fax machine, you must plug one end of the telephone line to the "Line" jack (the external one) and plug the other end to the "RJ-11" telephone jack with a telephone line.

The Control Panel



Part A: LCD Display

Used to display current operation.

Part B: Function Keys:

Used to select a working mode.

Function Keys:

□•□ Copy	Press to make copy.
E-mail	Press to send your scanned document to e-mail.
Filing	Press to send your scanned document to a designated server.
☐☐ Fax	Press to send your scanned document to a fax machine.

Part C: The Numeric Keypad:

Used to enter copy quantity, or the fax number.



Part D: Start & Other Keys:

Used to select special requirements or the start key to start sending or copying your document(s).

Menu	Select to access the user tools to set up the system.
Reset	Select to clear current settings and return to the default settings. Press the button for over 5 seconds to return to the factory default settings.
Power Saving	Select to enter power saving mode.
● Power •	 The Power LED – Used to indicate power on and ready status. The Alert LED – Used to indicate error. The Sleep LED – Used to indicate power-saving status.
⊘ Stop	Select to stop processing.
B&W ①	Select to start copying, e-mailing, filing or faxing in black and white mode.
> Color	Select to start copying, e-mailing, or filing in color mode.

Preinstallation Information

The product has to be setup properly on your network to perform e-mail and filing functions. Before using the product, please setup the product properly on your network for e-mail and filing function. The following network parameters have to be set.

Important!

Make a copy of the following table and ask your Network Administrator to complete the information.

1.	DHCP Enable:		
2.	IP Address:		
3.	Subnet Mask:		
4.	Gateway IP:		•
5.	DNS Server:		•
6.	SMTP Server:		
7.	SMTP Port:	25	
	POP3 Server:		
9.	POP3 Port:		
10.	LDAP Server:		
11.	LDAP Port:		

Explanation of contents:

1. *DHCP Enable:	Choose Yes to obtain IP/subnet/gateway addresses automatically from DHCP server.
2. *IP Address:	The Internet Protocol (IP) address assigned to your machine by your network administrator or by DHCP server.
3. Subnet Mask:	The net mask address assigned by your network administrator or by DHCP server.
4. Gateway IP:	The gateway IP address assigned by your network administrator or by DHCP server or by DHCP server.
5. *DNS server:	The IP address of DNS server assigned by your network administrator.
6. *SMTP Server:	The IP address of your SMTP mail server assigned by your network administrator.
7. SMTP Port:	The port number of your SMTP Mail Server.
8. *POP3 Server:	The IP address of your POP3 server.
9. *POP3 Port	The port number of your POP3 server.
10. *LDAP Server:	The IP address of your LDAP server.
11. LDAP Port:	The port number of your LDAP server.

Note:

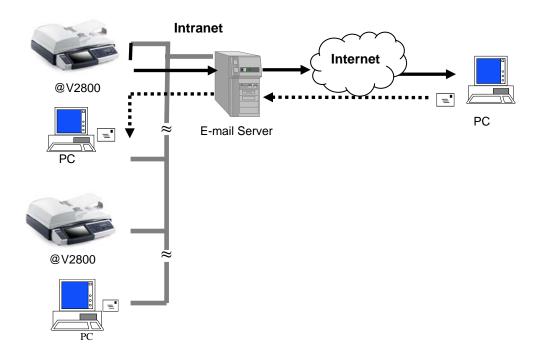
- 1. DHCP server: With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network--making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. Instead, this information will be automatically given for the product.
- 2. IP Address: An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. System administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node.

 The IP address is usually written as four numbers separated by periods. Facility address is usually written as four numbers separated by periods.
 - The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.
- **3.** SMTP: Stands for Simple Mail Transfer Protocol. It is the main communication protocol used to send and receive e-mail on the internet.
- **4.** DNS: Stands for Domain Name System. The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of digits for the IP address.
- **5.** POP3: POP3 is the latest Post Office Protocol 3, this is a service that stores and serves e-mails for various client machines that are not connected to the Internet 24 hours a day. E-mails are held in POP3 until you log on.
- **6.** LDAP: Stands for Lightweight Directory Access Protocol. LDAP enables users to access directories and address books directly from external networked devices to simplify document distribution.

Scan to E-mail

The product allows you to deliver your scanned document to e-mail addresses on the network. The document is first scanned and converted to a standard PDF, JPEG, TIFF, or MTIFF (Multi-page TIFF) file format and then transmitted to remote recipients simultaneously as an e-mail attachment.

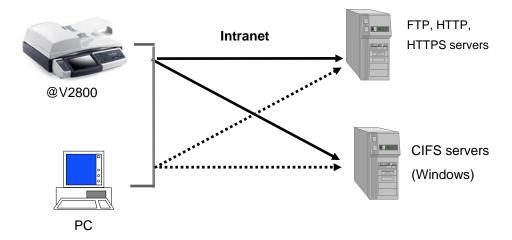
When you send an e-mail to someone via the product, the product uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients through internet.



Scan to Folder

Through the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), or CIFS (Common Internet File System), the product allows you to save scanned document directly to a designated server or a personal computer on the network in a standard PDF, JPEG, TIFF, or MTIFF file format.

CIFS is the sharing system of Microsoft Windows. What's unique about this filing function is to let entire corporate users share one machine to send documents to each desired file folder on a designated server or individual computer.



2 Installing Your Machine

This chapter is specifically targeted to the persons who are responsible for the administration of the product. It is recommended that the administrator read this chapter before installing the machine.

Minimum Configuration Requirements

To make the best use of the product, the following configuration is required:

To send e-mails from the product:

- TCP/IP network
- A SMTP and a optional POP3 server

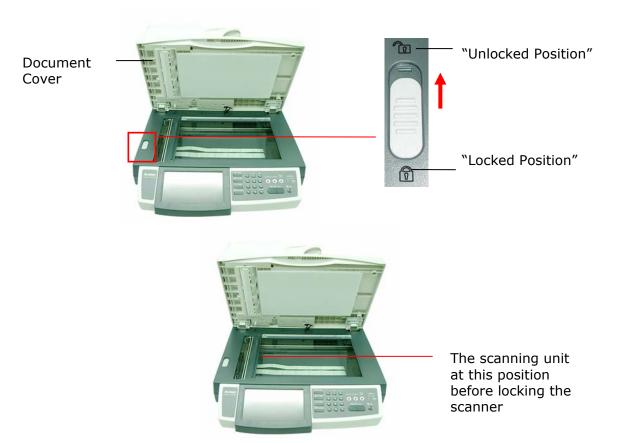
To file document(s) via intranet

- FTP, HTTP, HTTPS, or CIFS protocol environment
- Windows 98SE, Windows NT, Windows 2000, Windows Me, Windows XP, Windows Vista, HTTP or FTP server

Unlocking the Scan Unit

The scan unit is locked during transport to protect the scanning mechanism from being damaged. *Be sure to unlock the scan unit before using the machine.*

- Open the document cover.
 Locate the lock switch at the left side.
- 2). Move the lock switch to the "unlocked position".



Note:

If you need to move the product for repair or any other reason, be sure to lock the product before moving. To lock the product, please do the following,

- **1**. Turn off the product.
- **2.** If the scan unit is not located at the front of the glass, turn on the product. After the scan unit returns to the front end, turn off the product.
- 3. Move the lock switch to the "Locked Position".

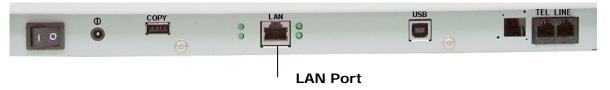
Connecting the Ethernet Cables

Connecting to the Network

1. Connect one end of your Ethernet LAN cable to an available port of your Ethernet Hub.



2. Connect the other end to the **LAN** port at the back of the product.



Connecting the Printer Cable

- 1. Connect one end of the printer cable (USB cable) to the printer.
- 2. Connect the other end to the **COPY** port at the rear of the product.



Connecting the Telephone Line

1. Plug one end of the telephone line to the **LINE** jack at the left end of the rear panel.



Line Jack

2. Plug the other end of telephone line to the "RJ-11" telephone jack provided by the telephone company.

Connecting the Power and Turning on the Machine

- 1. Press the power switch to the "0" position to turn off the product.
- 2. Connect the small end of the power cable to the Power (Φ) jack of the product.



- 3. Connect the other end to an appropriate power outlet.
- 4. Press the power switch to the "I" position to turn on the product. After showing the booting up message, the LCD display prompts the preset ready status.

Note:

You can press the **Energy Saver** button on the control panel to switch to the power saving mode. If the product is idle for 15 minutes (default setting), it automatically shuts off the scanning lamp. Press any key except the **Power Saving** button to return to the ready status.

Configuring the Machine

The following settings or destinations must be defined by the system administrator before the product is used to distribute the scanned document on the network.

- Network and E-mail parameters: Defines the parameters for TCP/IP, SMTP, and POP3 protocols to send your scanned document to e-mail addresses.
- Filing Destinations: Defines the protocols and destinations to send your scanned document to FTP servers, web, or any personal computers on the network.

To specify these settings or destinations, the administrator can enter relevant value from the options of **User Tools** on the control panel. In addition to using the control panel, the product allows the administrator to remotely configure the machine by either launching the product's embedded web page (Web Image Monitor) or starting the Network Management Tool provided in the supplied Scanner Driver CD-ROM.

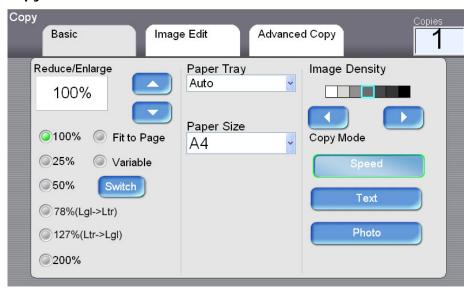
The product's embedded web page (Web Image Monitor) allows the administrator to configure each machine remotely with a web browser while the Network Management Tool allows the administrator to update the product and manage several MFPs on the network. For more information on how to use the product's Network Management Tool, please refer to the online help of the Network Management Tool.

Note:

- ✓ If the system administrator has chosen DHCP, then the IP address of TCP/IP, gateway, subnet mask, and DNS server will be automatically given.
- ✓ When installing the product for the first time, it is recommended that the Administrator retain the default system settings. The settings can be customized at a later date once you are familiar with the operation and functionality.

Specifying the Product's Network Settings

 Turn on the machine. After warming up for a few seconds, the default working mode is prompted on the touch panel. For example, the following Copy mode.

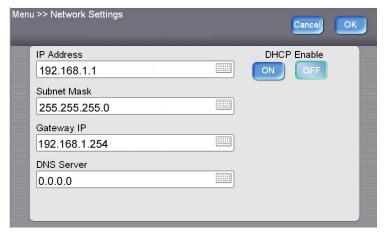




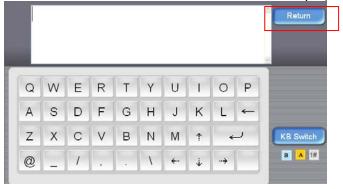
2. Press the **Menu** button on the control panel. This prompts the following **Menu** screen.



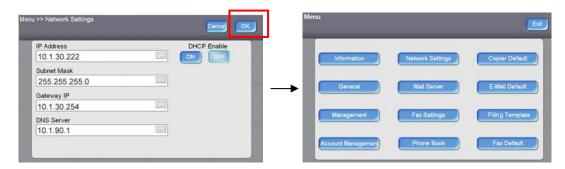
3. Touch **Network Settings** to prompt the following **Network Settings** screen.



4. Since the default TCP/IP information is incorrect, please enter your own network information via the soft keyboard. Touch anywhere on the IP Address/Subnet Mask/Gateway IP/DNS Server field to bring up the soft keyboard and then enter the relevant value. For example,



- Touch Return after completing entering your information to return to the Network Settings screen.
- 6. In the **Network Settings** screen, press **OK** to return to the **User Tools** screen.



Specifying More Administrator Settings by the Product's Web Page

- 1. Specify the network settings on the control panel via the soft keyboard. (Please refer to the preceding section, *Specifying the Product's Network Settings*.
- 2. The product is designed with an embedded web page to allow the system administrator to remotely manage the product. Simply type the IP address of the product in the URL field of your browser and then press **Enter**. The product's web page appears.



3. Click each item on the menu to enter relevant value. For details on each setting, please refer to the subsequent section, *Summary of the User Tools*.

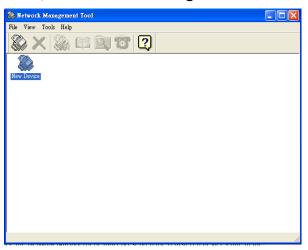
Note:

- ✓ The "Management" item and the "Administrative Settings" menu are blocked by password. Click Login to enter the detailed settings since the machine is shipped with no specific password. You can create a password later and write it in your notes in case you may forget it.
- ✓ For effective management, it is recommended to create administrator's login password later.
- ✓ If you wish to return to factory default settings, simply press the **Reset** button for over 5 seconds. In a second, all the values in the **Management** and **Administrative** Settings will be changed to factory default.
- ✓ Please note that some of the settings in the "User Tools" can also be set by users while they are making copies, sending individual mails, sending individual files to folder, or sending individual files to fax machine when they press the "Copy", "E-mail", "Folder", or "Fax" button on the control panel. However, if the users fail to set these settings, then the default settings will be automatically applied to the copier, e-mails, folder, or the fax sent by the users. That is to say, the administrator assigns default settings for common functions. Yet, an individual user also has a chance to set his or her own settings when he or she is performing one of the function modes.
- ✓ Alternatively, you may specify more administrator settings on the control panel via the soft keyboard. Refer to the preceding section, *Specifying the Product's Network Settings*, to specify the administrator settings via the soft keyboard.



Specifying More Administrator Settings by the Network Management Tool

- 1. Place the Scanner Driver CD-ROM into your CD-ROM drive. In a second, the installation graphic appears.
- 2. Choose **Network Management Tool** and follow the on-screen instruction to complete the installation.
- 3. Start **Network Management Tool** by choosing Start>All Programs>Network Management Tool>Network Management Tool.
- 4. In a second, the **Network Management Tool** main screen appears as follows.





Choose New Device from the File menu to prompt the following New Device dialog box.

Or you may click the new device tool from the toolbar.

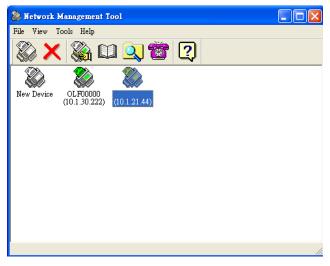


Or double click the large new device icon (New Device).

6. Enter the IP address of your device as illustrated.



In a second, the MFPs on the network will be displayed in the main screen as follows.





- 8. Double click the device's icon or you may try either of the following ways to prompt the product's embedded web page to specify your desired settings.
 - -Select the device's icon and choose the Menu Settings tool in the toolbar.
 - -Select the device's icon and click your right mouse button and choose Menu.
- 9. Click each item on the menu to enter relevant value. For details on each setting, please refer to the subsequent section, *Summary of the User Tools*.

Note:

For more information on how to use the Network Management Tool, please refer to the online help of the Network Management Tool.

Summary of the User Tools

Information: Used to displays the product's basic information.

Item	Description
Model	Displays the product's model name.
Manufacturer	Displays the manufacturer name.
MAC Address	Displays the scan unit's MAC address.
Serial Number	Displays the product's serial number.
System Firmware	Displays the system's firmware version.
Version	
Scanner Firmware	Displays the scanner's firmware version.
Version	
Homepage Version	Displays the homepage's version.
Page Count	Displays the counters for Copy, B&W Email, Color
	Email, B&W Filing, Color Filing, Fax Send, Fax
	Received, PC Scan, ADF, Total.
	Menu Map: Touch "Print" to print out all the
	menu items and their values.
	Usage Report: Touch "Print" to print out the
	counter information.

General: Used to specify the product's general information.

Item	Description	
Machine Name	Sets product's machine name. (The name that you	
	wish to show in recipient's e-mail.)	
Country Code	Select the country which you are located. This setting	
	is required to perform the fax function.	
Time Zone	Sets local time zone based on Greenwich Mean Time	
	(GMT). With the time zone setting, your overseas	
	e-mail will display your local time instead of sender's	
	local time.	
Date/Time	Sets the device's clock including date and time.	

Network Setting: Used to specify the product's network settings.

Item	Description
DHCP Enable	If you have a DHCP server available on your network and the DHCP has been enabled, the above IP, subnet mask, gateway, and DNS server will be automatically given. Choice: ON, *OFF
IP Address	The Internet Protocol (IP) address assigned to your machine by your network administrator.
Subnet Mask	The net mask address assigned by your network administrator.
Gateway IP	The gateway IP address assigned by your network administrator.
DNS Server	The Domain Name Server assigned by your network administrator.
* Factory Default	

Mail Server: Used to specify the product's mail server information.

Item	Description	
Device E-mail Address Account		
Device E-mail Address	Enter the email address of the device. This is also the default "From" address when you are sending email from the device.	
OutBox Server (SMTP) IP or URL	Enter the SMTP IP or SMTP URL address.	
Port #	Enter the port number of the SMTP server. * 25	
Authentication Method	Enter the email authentication method. Choice: *None, SMTP, POP3	
Login Name	Enter the login name for SMTP or POP3 authentication.	
Password	Enter the password for SMTP or POP3 authentication.	
POP3 Server IP or URL	Enter the POP3 server IP or POP3 URL address.	
Port #	Enter the port number of the POP3 server. * 110	
External Address I	Book	
LDAP Server IP or URL	Enter your LDAP server IP or URL address here.	
Port #	Enter the port number of the LDAP server. * 389	
Login Name	Enter the login name of the LDAP server. Note: 1. In Microsoft Active Directory, some servers may require you to add "domain name" as your full login name. For example, if your domain name is "company" and your user name is "administrator", then your full login name is "company\administrator". 2. When your LDAP server requests an "anonymous login", please leave your login name and password blank instead of typing "anonymous" as your login name and password.	
Password	Enter the password of the LDAP server.	

Base DN	Enter your base DN. Base DN (distinguished name)
	identifies the starting point of a search. A dn indicates
	what record to view in an LDAP tree. The top level of
	the LDAP directory tree is the base, referred to as the
	"base DN". For example, you could indicate a base of
	dc=com,dc=net for a search that starts at the top and
	proceeds downward.
* Factory Default	

Note:

- 1. The login name and password are case-sensitive and are up to 28 characters.
- 2. LDAP Search:
 - This machine supports two types of authentication, simple and anonymous, to login your LDAP servers.
 - This machine allows up to 100 match results in a single search.
 - The attributes such as "cn" and "mail" have been predefined as the search field. Therefore, if your search text is "m", the LDAP search engine will search the name or the email address that contains the character "m". For example, you might get the return match results such as "mary, mary@abc.com", or "jack, jack@abc.com".

Copier Default: Used to specify the product's default copy settings. Note when system auto reset time is over or the device is turned on and off again, the copy settings will be reset to these values.

Item	Description	
Basic		
Image Density	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using the product's Web Page. Increasing the value makes the printouts darker and decreasing the value makes the printouts lighter. Choice: 1, 2, 3, *4, 5, 6, 7	
Copy Mode	Choose the focus of your copy result. For example, if your document contains many pictures, choose Photo. If your document contains text only, choose Text. Speed mode is a standard mode for all documents. Choice: *Speed, Text, Photo.	
Image Edit		
Erase Border	Sets the length of border you wish to cut. Choice: *0/0.25/0.5/0.75/1.0 inch or *0/6/13/19/25 mm.	
Margin Adjustment Unit	The "Margin Adjustment" option will move the copy image to the right or/and to the bottom; depending on "Right" and "Bottom" parameters. Choice for Right or Bottom: *0/0.25/0.5/0.75/1.0 inch or *0/6/13/19/25 mm. Choose the unit you wish to use.	
	Choice: *Inch, mm	
* Factory Default		

Advanced Copy			
Collate	Choose your copies to be place 1,2,3/1,2,3/1,2,3) or "Stack" orders.		
Duplex	Choose one of the four types for your duplex printing. (Check if your printer includes a duplex option.) Choice: 1 to 1 Sided, *1 to 2 Sided, 2 to 2 Sided, 2 to 1 Sided		
	1 to 1 Sided: Copy single-sided originals onto one side of one sheet of paper.		
	1 to 2 Sided: Copy single-sided original onto two sides of one sheet of paper.2 to 1 Sided: Copy double-sided original onto one side of one sheet of paper.		
	2 to 2 Sided: Copy double-si one sheet of paper.	ided original onto two sides of	
	1 to 1 Sided	1 to 2 Sided	
	<u>1</u> → <u>1</u> 2	<u> </u> → <u> </u>	
	2 to 1 Sided	2 to 2 Sided	
	Example:		
	→	+	
	1 to 1 Sided	1 to 2 Sided	
	-	→	
	2 to 1 Sided	2 to 2 Sided	

Orientation

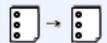
Specify how you would bind your duplex printing.

Note: This feature is available only if a duplex option is installed.

Choice: *Long Edge to Long Edge, Long Edge to Short Edge, Short Edge to Long Edge, Short Edge to Short Edge

Long Edge means documents to be bound or to be flipped on the long edge of paper.

Short Edge means documents to be bound or to be flipped on the short edge of paper.



Long Edge to Long Edge

Turn your documents from long-edge binding to long-edge binding.



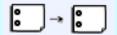
Long Edge to Short Edge

Turn your documents from long-edge binding to short-edge binding.



Short Edge to Long Edge

Turn your documents from short-edge binding to long-edge binding.

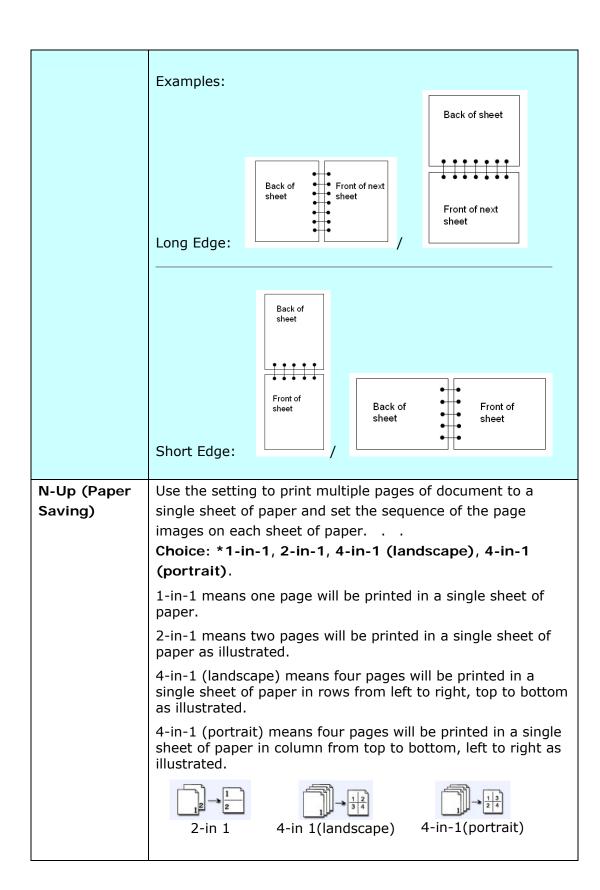


Short Edge to Short Edge

Turn your documents from short-edge binding to short-edge binding.

Note: The selection of orientation varies depending on type of duplex printing.

Availability of Orientation	
All options are unavailable.	
Only Long Edge to Long Edge and Short	
Edge to Long Edge are available.	
Only Long Edge to Long Edge and Long	
Edge to Short Edge are available.	
All options are available.	



Stamp

If you wish to contain specific wordings as your stamp, please enter text in this option for your scanned document.

(Note: In the **Stamp** field, there is a small "Soft Keyboard" icon shown at the upper-right corner. Touch anywhere on the **Stamp** field to bring up the soft keyboard to enter your stamp characters.)

Example:



* Factory Default

E-Mail Default: Used to specify the default settings set by the administrator when sending an e-mail from the product. The default settings mean the e-mail settings will be reset to these values when the system auto reset time is over or when the product turn off and on again.

Default E-ma	nil Options
Item	Description
Default	Enter text for the default email subject for all outgoing mails
Subject	sending from the product. Up to 64 characters are allowed.
	Touch anywhere in "Subject" field to bring up the soft keyboard to
	enter your subject.
Default File	Choose default maximum image size for attachment sent by the
Separation	product. The purpose to set file separation is to avoid the file size
	limitation of SMTP servers. Use the combo box to select from the
	list.
	Choice: 1MB/3MB/5MB/10M/30MB/*Unlimited
Default Scan	
Item	Description
Original	Choose your default document size.
Size	Choice: *A4/Letter/A5/B5/Legal. Note: The Legal option is
	only for ADF scan.
Resolution	Choose your default resolution for the scanned document. The
	higher the resolution, the greater details for the scanned image yet
	it requires more disk space.
	Choice: 75, 100, 150, *200, 300, 400, 600 dpi.
	Note: If you are scanning duplex (two-sided) paper, the
	resolution for color or gray image is up to 300 dpi.
Image	Adjust the image density in seven steps using the control panel.
Density	And you can specify the default value of image density in the
	range of 1 to 7 using the product's Web Page. Increasing the
	value makes your scanned image darker and decreasing the value
	makes your scanned image lighter.
	Choice: 1, 2, 3, *4, 5, 6, 7
Color	File format for documents to be sent in colors via E-mail from the
	product.
	Choice:
	1. File Format: *PDF, JPEG, TIFF, MTIFF (Multi-page TIFF)
	Note: Choose MTIFF or PDF when you need to scan
	multi-page document and convert it to a single image file.
	2. Compression Level: *Low, Medium, High
	(If TIFF or MTIFF is selected as a file format, the compression
	Level is defined as Raw only.)

Black/White	Multi-Level (Gray): Choose "ON" if you wish to make gray
Diack/ Wille	, , , , , , , , , , , , , , , , , , , ,
	copies or OFF to make a B&W (single-bit) copy.
	Choice:
	1. Multi-Level (Gray): ON, *OFF
	2. File format: *PDF, MTIFF(Multi-page TIFF), TIFF
	3. Compression Level: *Low, Medium, High
	(If you choose ON from Multi-Level (Gray), the file formats
	include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected
	as your file format, the compression Level is limited to Raw
	only.
	If you choose OFF from Multi-Level (Gray), the file formats
	include PDF, TIFF, and MTIFF. The compression Level of MTIFF
	or TIFF includes G3, G4, and Raw.)
* Factory Defau	

Explanation of file format:

PDF	PDF(Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.
TIFF/MTIFF	TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images.
JPEG	JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size.

The following table gives you an idea of file size v.s. file format

File Format	TIFF	PDF	JPEG
File Size (A4, Color, @200 dpi)	10M	53KB	212KB

Folder Template: Used to specify the parameters for a Folder Template. The Folder Template contains similar information as the new folder screens. The Folder Template will display on the folder screen when users want to add a new folder to save the time to retype these data again.

Server Setting	s
Item	Description
Target URL	Please choose the type of protocol of your filing server in the first field. Choice includes *FTP, HTTP, CIFS, HTTPS. Please enter the target URL in the second field. You can enter either the demain name or the IR address with the director.
	either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocol. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\ https://.
	Important note:
	You must use this CIFS filing format, file:\\IP\computer
	name\folder name, to set CIFS URL.
Port #	Enter the port number for the server which you want to store your scanned document.
	Default value: *ftp:21, http:80, CIFS:139, https:443
	If the default value is different from the real case, input the correct port number in this field. Touch anywhere on the "Port" field to bring up the soft keyboard to enter the text.
File Name	The file name for your scanned document without extension. If you have not entered a value in the box, the system will bring you a default file name, image. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001
Report to e-mail	Enter an e-mail address if you wish to send the filing report to the e-mail.
Create a Subfolder	Choose ON to enable the server to create a subfolder when sending the scanned image to the destination server. (Check if you are authorized to write under the destination server.) Choice: ON , * OFF
*Factory Default	t

Default Scan C	Options
Item	Description
Document	Choose your default document size.
Size	Choice: *A4/Letter/A5/B5/Legal.
Resolution	Choose your default resolution for the scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. Choice: 75, 100, 150, *200, 300, 400, 600 dpi. Note: If you are scanning duplex (two-sided) paper, the resolution for color or gray image is up to 300 dpi.
Image Density	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using Web Page. Increasing the value makes your scanned image darker and decreasing your scanned image lighter. Choice: 1, 2, 3, *4, 5, 6, 7
Color	 File format for the scanned documents to be sent in colors via filing from the product. Choice: 1. File Format: *PDF, JPEG, TIFF, MTIFF (Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. 2. Compression Level: *Low, Medium, High (If TIFF or MTIFF is selected as a file format, the compression Level is defined as RAW only.)
*Factory Default	File format for documents to be sent in black and white via filing from the product. Choice: 1. Multi-Level (Gray): ON,*OFF 2. File format: *PDF, MTIFF(Multi-page TIFF), TIFF 3. Compression Level: *Low, Medium, High (If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to RAW only. If you choose OFF from Multi-Level (Gray), the file formats include PDF, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw.)

Explanation of file format:

PDF	PDF(Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.
TIFF/MTIFF	TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images.
JPEG	JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size.

The following table gives you an idea of file size v.s. file format

File Format	TIFF	PDF	JPEG
File Size (A4, Color, @200 dpi)	10M	53KB	212KB

Fax Default: Used to specify the fax default settings.

Item	Description
Quality	Set default quality type.
	Choice: Standard, *Fine, Extra Fine, Photo
	Standard (200 x 100 dpi): Suitable for most typed originals.
	Fine (200 x 200 dpi): Good for small print.
	Extra Fine (200 x 400 dpi): Good for small print or artwork and transmits slower than Fine resolution.
	Photo (200 x 200 dpi): Use when the original has varying shades of gray.
	Note: Faxes are sent in the specified resolution if that resolution is supported by the receiving fax machine.
Document	Set default document size.
Size	Choice: A4, Letter, Legal.
	Note: The Legal option is only for ADF scan.
Image Density	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter. Set default image density level. Choice: 1, 2, 3, *4, 5, 6, 7
Polling	Set default status of polling reception. Choose ON to use
Reception	the product to poll other machines. Polling is the process
	of retrieving faxes from another fax machine.
	Choice: ON, *OFF
Overseas	Set default overseas mode. Choose ON to avoid
Mode	transmission problems when faxing overseas.
	Choice: ON, *OFF
*Factory Defau	t

Fax Settings: Used to specify more fax Settings.

Settings	
Item	Description
ID	Enter the ID of the product. Up to 32 characters can be entered. Normally, you can enter your company name in this field. Touch anywhere on the "ID" field to bring up the soft keyboard to type your text. The text in this field as well as the station number (telephone number of the product), the product's clock including date and time, the receiving fax number, and page index will be printed at the top of all outgoing faxes as header information.
Station	Enter the telephone number of the product. The Station Number
Number	is the phone number of the line connected to the built-in modem and the Station Number should be a value not more than 20 characters. Some characters such as "+", " " (blank space) are supported. The value of the station number will be printed as part of the fax header information of all outgoing faxes. Touch anywhere on the "Station Number" field to bring up the soft keyboard to type your number.
Select Line	Select to use the device's fax telephone line as a direct outside
	line (PSTN line) or as an extension (PABX line).
	Choice: *Outside, Extension
PSTN Access No.	Enter the number to access the PSTN (Pubic Switched Telephone Network) line if your device's fax telephone line is used as an extension. For example, enter 0 or 9 in the field via the soft keyboard.
Redial	Sets the number of redial attempts if the number dialed is busy.
	Choice: 0, 1, *2, 3, 4, 5, 6, 7, 8, 9, 10 (The Redial value 0 indicates no redial.)
Redial Interval	The redial interval setting selects the number of minutes between each redial if the number dialed is busy. Choice: 1, 2, *3, 4, 5, 6 minutes.
Ring	Lets you set the number of times the phone ring before the fax
Response	answer.
	Choice: *1 ring, 5, 10, 15, 20 seconds.
Sound Volume	Use the arrow keys to adjust the sound volume during fax communication. Choice: 0, 1, 2, *3
*Factory Defau	
ractory Derau	

Options	
Item	Description
Add Phone #	Choose ON then the new fax number will be automatically included in the Phone Book after finishing sending the fax. Choice: ON, *OFF
Transmission Report	Choose if you wish to print the fax transmission report. This report lists the time and date of transmission and whether the transmission was successful (OK). If you select Yes, the report will be print after each transmission. If you select Error, the report will only be printed when a fax fails to transmit. Choice: *Yes, No, Error only
Fit to Page	Choose Enable to scale the entire contents of your receiving fax to fit into the paper of the printer. If this setting is disabled, an incoming image larger than the page splits across pages. Choice: *Enable, Disable
Detect Dial Tone	Choose Enable to allow this product to wait for and detect dial tone before proceeding with dialing. If you are using the product on the same line as your phone, turn on the detect dial tone setting. This will prevent the product from sending a fax while someone is on the phone. Choice: Enable, *Disable
Detect Busy Tone	Choose Enable to allow this product to detect busy tone when sending a fax. Choice: *Enable, Disable (The default setting varies based on country code.)
Manual Receive	Choose Enable to perform manual receive fax function or Disable to perform auto receive fax function. "Manual receive" means when there is an incoming fax and the machine starts ringing, you need to manually press the Start button in the Fax working mode to receive and print the fax. Choice: Enable, *Disable
*Factory Defaul	Choose Enable to perform the "ECM Mode". The Error Correction Mode function helps this product to improve communication in areas where telephone line conditions are poor. Choice: *Enable, Disable

Choose to print the following reports. Activity Report: Choose to print a report showing the latest record of up to 50 communications between the sending and receiving fax machines. (The default setting is to print a
record of up to 50 communications between the sending and receiving fax machines. (The default setting is to print a
record of every 50 communications between sending and receiving fax machines.) The report may contain the information and result which is useful to troubleshoot a particular problem. Broadcast Report: Choose to print the group transmission report. Transmission Report: Choose to print the latest
transmission report to check if the transmission result is successful disregarding which selection you have chosen in
the Transmission Report option.
s
Description
If you wish to cancel pending fax jobs, you can choose the item in the delayed send fax job list and then press the "Delete" button to cancel it.

Phone Book: Used to create and edit the fax phone book which includes 200 individual phone numbers and 20 groups.

Single Dial		
Item	Description	
Program	Enter a new name and phone number. Up to 200 phone numbers can be entered.	
Change	Change a current phone number. Select a phone number you wish to change and then touch the Change button.	
Delete	Delete a current phone number. Select a phone number you wish to delete and then touch the Delete button. The selected phone number will be deleted.	
Group Dial		
Item	Description	
Program	Enter a new group. Up to 20 phone groups can be created.	
Change	Change a current phone group. Select a group you wish to change and then touch the Change button.	
Delete	Delete a current phone group. Select a group you wish to delete and then touch the Delete button. The selected group will be deleted.	

Management: Used to specify administration's authentication and other management settings such as energy saver (timer), display language, the default operation mode and so on.

ItemDescriptionLogin NameEnter the login name to access the User Tools.Up to 32 characters or digits are allowed and is case-sensitivePasswordEnter the password to access the User Tools.Up to 8 characters or digits are allowed and is case-sensitive.		
Up to 32 characters or digits are allowed and is case-sensitive Password Enter the password to access the User Tools.		
Password Enter the password to access the User Tools.		
Up to 8 characters or digits are allowed and is case-sensitive.		
'	0	
E-mail Enter the e-mail address of the administrator of the product s		
Address that system can send the error or warning message. Up to 64	ļ ļ	
characters or digits are allowed and is case-sensitive.		
Management Settings		
Item Description		
Add "To" Choose Enable to include the "To" address to current address		
Addr. After book after finishing sending the e-mail from the product.		
Sending Choice: *Enable, Disable		
Add a New Choose Enable to include the new folder to current folder list		
Folder After after finishing sending the scanned document to the new serv	⁄er	
Sending from the product.		
Choice: *Enable, Disable		
Energy Set to enable or disable the energy saver. The energy saver	lets	
Saver you reduce power usage while the machine is idle.		
Choice: *Enable, Disable		
Energy If Energy Saver has been enabled, choose how long the mach	iine	
Saver will be idle before it automatically enter the energy saving mo	ode	
(Timer) after the last action. The factory default setting is 15 minutes	s.	
Choice: 5, *15, 30, 60, 240 minutes		
System Specify the system's auto reset time. If users have not		
Auto Reset performed any action during the limited reset time, the LCD		
(Timer) display will automatically return to the default operation mod	e,	
for example, copy, or e-mail working mode.		
Choice: 20, 40, *60, 120,180 seconds		
Language Choose the language you wish to show in the LCD-display.		
Choice: *English, Chinese		

Default Mode

Specify a default operation mode. The default mode will show after system auto reset time is over or when system is turned off and on again.

Choice: Copy, *E-Mail, Filling, Fax, Shortcut

Note: Shortcut provides you an effective way to copy or send your document with just a few touches on the LCD display.

If you wish to use the Shortcut function, you need to create your shortcut buttons first via the product's web page and specify the default working mode to be Shortcut. For more details on using the Shortcut buttons, please refer to the Appendix.

^{*}Factory Default

Account Management: Used to set user's privileges including using the copy, e-mail, folder, or fax function of the product by assigning an account authentication method.

Important!

For effective management, the product allows the administrator to specify users' privileges only through the product's embedded web page. Simply type the product's IP address in the URL field of your browser and choose Account Management to set users' privileges in the product's web page. (For more details, please see Appendix.)

Account Management		
Item	Description	
Authentication Type	Choose to select the authentication type for account management. Choice: None, Local, HTTP, LDAP, SMTP Note: "None" means no account management will be applied. "Local" means using the product as the authentication type, and the name and password entered in the Account management are saved in the product memory. "HTTP, LDAP, or SMTP" means using a HTTP, LDAP, or SMTP	
	server as the authentication type.	
Server Information IP or URL	Assign the server IP or the URL address of the authenticating SMTP, HTTP or LDAP server. Touch anywhere on the URL field to bring up the soft keyboard to enter the text.	
Port #	Enter the port number if you choose HTTP, LDAP, or SMTP as your authenticating server.	

Specifying A Folder Template

Before you begin to send your scanned document to your destination server, there are a few things you need to be aware of. The following will introduce you several server systems used with the product.

Settings the Servers to Store Your Image

FTP

FTP Stands for "File Transfer Protocol." It is a common method of transferring files via the Internet from one computer to another. FTP use RFC 959[FTP] as their protocol, and the default Port is usually 21. Therefore, please make sure you have legal FTP account with the privilege of writing under the directory to save the files and the password before using FTP to save the files. To add a sub-directory from the product, you need to have the privilege of adding a new directory.

HTTP

HTTP uses RFC 2616[HTTP 1.1] as the protocol, and the default port is usually 80. If you are not using the HTTP port to save the files, you must change the HTTP Port of the product to the port for the Web Server.

Generally speaking, Web Server, such as IIS or the other HTTP server, will use anonymous account for authentication, so that the user can link directly to the web page without entering the user name and password first. Hence, if the HTTP Server allows anonymous account for authentication when you use the product to keep the files, there is no need for setting any text in the field of Login name and Password of the product.

On the other hand, if IIS or HTTP server does not allow anonymous account for authentication connecting to the web page, the user will be prompted to enter the user name and password first while connecting to the web site. In this mode, the file saving feature is available only when entering the user name and password permitted by the server in the field of Login name and Password for the product respectively.

Therefore, please make sure the mode that your Web Server allows before using HTTP for files saving. If anonymous access mode is not allowed, you must have legal HTTP account and password.

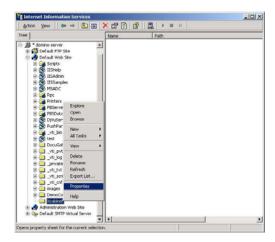
Since the product will check whether the directory for file saving really exists before proceeding file saving and then writing the file after scanning to the specified directory, you have to set the directory for files saving as "browse" and allow for writing in Web Server; otherwise, the product will not be able to write the file into the directory.

If you wish to use the product to save files, in addition to making some settings in Web Server, you will have to confirm the account with the privilege of writing for connecting Web Server; otherwise, the product will not be able to "write" the scanned file in the file system.

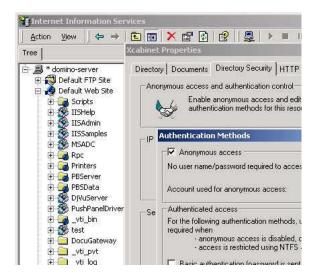
The following uses the IIS setting for anonymous access to Microsoft Windows 2000 as an example, and assumes the HTP application is installed in the root directory of IIS, C:\Inetpub\wwwroot\Xcabinet, and the directory for files saving is in C:\Inetpub\wwwroot\Xcabinet. For non-anonymous access, refer to IIS for more detail information.

The settings for IIS anonymous access is as below:

 Start "Internet service manager" in "Control Panel", select "Default Web site" and right click C:\Inetpub\wwwroot\ Xcabinet, and select "Properties".



2. In the Xcabinet dialog box, select "Directory security" tab, and click "Edit" for "Anonymous Access and Authentication Control". Please make sure "Anonymous Access" is selected in "Authentication Methods" dialog box.



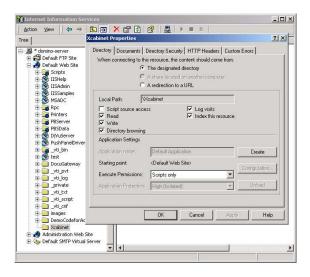
3. Click on "Edit" to Open "Account for anonymous access".



Please make sure that the account, stored in your computer system, in the "username" filed is with sufficient privilege to access the file system.

The settings for IIS privilege is as below:

- 1. Like the setting in anonymous access, start "Internet service manager" and select "Default Web site", and right click C:\Inetpub\wwwroot\Xcabinet, and select "Properties".
- 2. Select "Directory" tab in the Properties page. Please ensure the privileges for "Read", "Write" and "Directory Browsing" are selected.



The settings for directory is as below:

If the <u>file management system in your server is NTFS</u>, in order to allow IIS to use an anonymous account to access the files in the directory of C:\Inetpub\wwwroot\Xcabinet, you have to make sure the anonymous account is with sufficient privilege. You may make the following settings:

- 1. Select C:\Inetpub\wwwroot\Xcabinet directory in Windows Explorer, and right click to select "Properties".
- Select "Security" tab in the File dialog box, and select "Everyone". Select
 the privileges for "Read and Execute", "Folder Properties List", "Read" and
 "Write".

After that "every user" has the privilege to manage all files in the directory of files saving.

Note: For the actual security concern of the scanned files, we should not allow the group of "Everyone" to have full privileges of the file directory. Therefore, when setting the access privilege for your file system, it is recommended to set the privilege of the directory for file saving to IIS anonymous account or the other users and groups that can use the directory only.

Note:

- 1. Please note that HTTP cannot add server sub-directory from the product.
- 2. When using Apache as HTTP server, you need to have a HTTP/1.1 put add-in module since the product uses chunked Transfer-encoding. In addition, the Apache will have to be set to accept HTTP PUT command in order to accept the product for files saving. For more information, refer to the related document of Apache.
- 3. For IIS 6.0 on Windows 2003, you need to enable WebDAV in Server Extension folder.

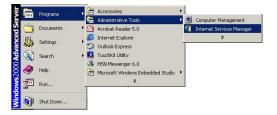
HTTPS

HTTPS is a secure way of using HTTP. HTTP provides almost no security feature. It contains only basic authentication mechanisms, and supports little privacy. HTTPS solves this problem by adding SSL, a secure transport layer over insecure TCP.

To send scanned document to servers using HTTPS, you must install SSL on the destination servers. How to install SSL properly on the server, please refer to the server's manual. After SSL has been installed well, please check if the SSL port is editable and the directory security has been selected. The following illustrations show how to check the SSL port and directory security in Windows 2000 Server system.

To check if SSL port and directory security have been selected,

1. Click Start>Program>Administrator Tools>Internet Service Manager in succession.

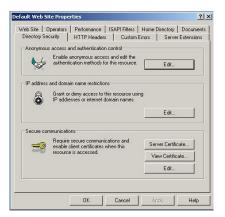


2. Click **Default Web Site** and click the right mouse button and choose **Properties**. The **Default Web Site Properties** dialog box appears. Click the **Web Site** tab and check if SSL port is editable.





 In the Default Web Site Properties dialog, click the Directory Security tab and then click the Edit button from the Secure communication field. The Secure Communication dialog appears.





4. Check if "Require secure channel (SSL)" and "Ignore client certificates" have been selected.

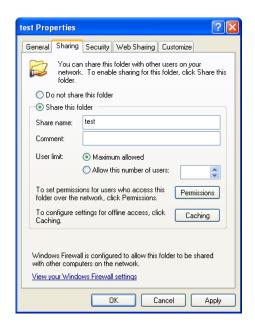
Or

You may simply type "netstat" in a MS-DOS command. If the https has been established as below, then the server is ready to receive scanned document from the product via HTTPS.

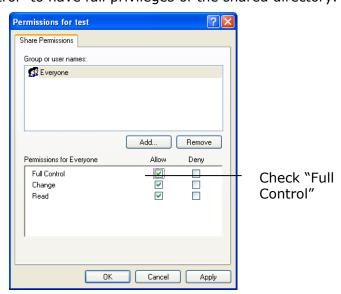


CIFS

CIFS (Windows Network Share) is a file saving protocol generally used for "recourse sharing" of network in Microsoft Windows systems. Please set up the "shared directory" per the network settings for sharing in MS Windows. Generally, on the shared directory Properties dialog box under the Windows XP, select "Sharing" tab, and select "Share this folder". Click "Permissions" button to open "Permissions for the shared directory" dialog box.



Check the "Full Control" to have full privileges of the shared directory.



Specifying a Filing Template by the Product's Embedded Web Page

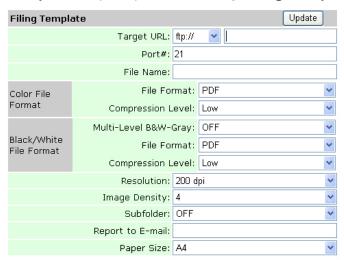
For management purpose, the product allows the administrator to specify the Filing Template remotely only through the product's embedded web page. Please note it is not available to specify these settings on the Touch panel.

To specify the Filing Template by the product's web page,

1. Type the IP address of the product in the URL field of your browser and then press **Enter** to launch the product web page.



2. Click Filing Template to prompt the following Filing Template screen.



3. Enter or select an input parameter respectively, and then finally click Update to save your settings. Refer to the following table for the detail of each setting:

Item	Description
Target URL	Please choose the type of protocol of your filing server in the first field. Choice includes *FTP, HTTP, CIFS, HTTPS.
	Please enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocol. The route starts from the root directory in FTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\ https://.
	Important note:
	You must use this CIFS filing format, file:\\IP\computer name\folder name, to set CIFS URL.
Port #	The port number for your filing server.
	Default value: FTP:21, HTTP:80, CIFS:139, HTTPS:443
	If the default value is different from the real case, input the correct port number in this field.
File Name	The file name for your scanned document without extension. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001
Color File Format	File format for the scanned documents to be sent in colors via filing from the product.
	 Choice: File Format: *PDF, JPEG, TIFF, MTIFF (Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. Compression Level: *Low, Medium, High (If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)

Black/White	File format for documents to be sent in black and white
File Format	via filing from the product.
	Choice:
	1. Multi-Level (Gray): ON, *OFF
	2. File Format: *PDF, MTIFF(Multi-page
	TIFF), TIFF
	3. Compression Level: *Low, Medium, High
	(If you choose ON from Multi-Level (Gray), the file
	formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or
	MTIFF is selected as your file format, the compression
	Level is limited to RAW only.
	If you choose OFF from Multi-Level (Gray), the file formats include PDF, TIFF, and MTIFF. The
	compression Level of MTIFF or TIFF includes G3, G4,
	and Raw.)
Resolution	The scanning resolution for your scanned document.
	The higher resolution makes a clearer image, but
	occupies more space.
	Choice: 75, 100, 150, *200, 300, 400, 600 dpi.
	Note: If you are scanning duplex (two-sided) paper,
	the resolution for color or gray image is up to 300 dpi.
Image Density	Adjust the image density in seven steps using the control panel. Also you can specify the default value
	of image density in the range of 1 to 7 using Web
	Page. Increasing the value makes your scanned
	image darker and decreasing the value makes your
	scanned image lighter.
	Choice: 1, 2, 3, *4, 5, 6, 7
Subfolder	Input the name of the subfolder. (Make sure you have
	the privilege to create a subfolder under the server.)
	Choice: *ON, OFF
Report to	Enter an e-mail address if you wish to send the filing
e-mail	report to the e-mail.
Document Size	Choose your document size.
	Choice: A4, Letter, A5, B5, Legal
	Note the legal size is available from the ADF only.
	* The default paper size depends on the main tray of
	the printer.
* Factory Default	,

Editing a Folder by the Product's Web Page

You can edit a folder by creating a new folder, modifying a current folder, or deleting a current folder.

To add a new folder,

- 1. Type the IP address of the product in the URL field of your browser and then press **Enter** to launch the product web page.
- 2. Choose **Administrator Settings**. The Login dialog box is prompted. Click **Login** since the machine is shipped with no specific login name and password, and then click **Filing Manager** to prompt the **Filing Manager** screen.



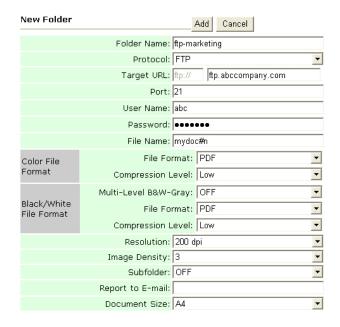
Folder counter: 0/50

3. Click **New** to prompt the **New Folder** dialog box.

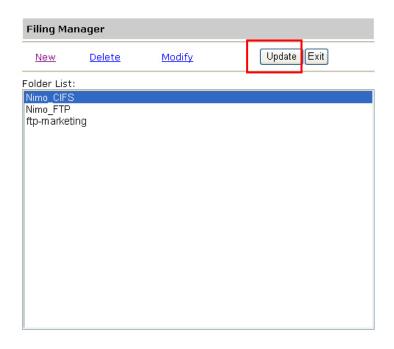


Note:

- ✓ If you have already specified the Folder Template, all the settings of the template will be automatically copied to your new folder settings so that you don't need to retype the same settings when adding a new folder.
- ✓ The first five folder names that are often used appear on the Folder main screen. Up to 40 folders can be entered. You can use the Up-Arrow or Down-Arrow key to scroll through all folders in the folder list.
- 4. Enter your folder information respectively. For simplicity, suppose you want to use the same settings as the Folder Template's.



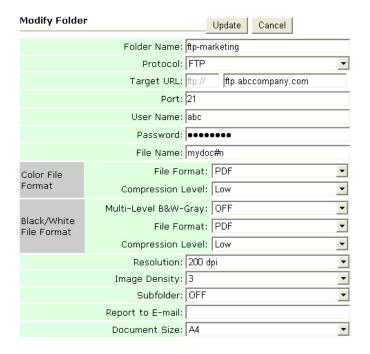
5. Click Add to temporarily save the latest data and return to the main screen. Your new folder name will be displayed in the main screen. Click Update to permanently save all the latest change or Exit to leave without saving any change.



Folder counter: 3/50

To modify a current folder,

- 1. Repeat Step 1 to 2 from the previous section, *Editing a Folder by the Product's Web page*.
- 2. Choose a folder you wish to edit from the folder list and click **Modify** to prompt the following **Modify Folder** screen. Or you may double click the folder to prompt the **Modify Folder** screen.



- 3. Modify your folder content and click **Update** to temporarily save the latest data, or **Cancel** to exit and then return to the **Folder Manager** screen.
- 4. In the **Folder Manager** screen, click **Update** to permanently save all the latest changes on the product, or **Exit** to leave without saving any latest change.

To delete a folder,

- 1. Repeat Step 1 to 2 from the previous section, *Adding a New Folder By the Product's Web Page*.
- 2. Choose the folder you wish to delete in the **Folder Manager** screen.



Folder counter: 3/50

3. Click **Delete** to erase the folder. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.



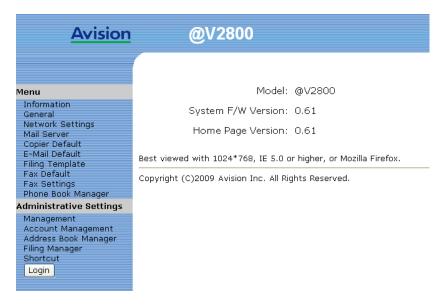
4. Click **Update** to permanently save all the latest changes on the product, or **Exit** to leave without saving any latest changes.

Setting Your Location

Your location has to be set first to ensure the fax transcending signals are correct.

To set your location,

- 1. Start Your Browser.
- 2. Type the IP address of your MFP in the URL field. The MFP's web page appears.



- 3. Click General from Menu to prompt the General screen.
- 4. Choose your location from the Country Code drop down list box.



Click **Update** to save your settings.

Note:

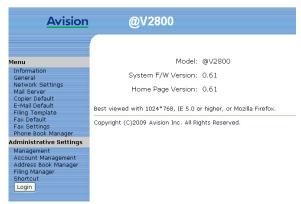
Alternatively, you may set your location via the touch panel.

Setting Your Fax Header

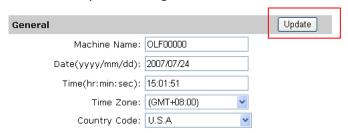
The fax header consists of date, time, ID number, the receiving fax number and page index which will be shown at the top of all outgoing faxes.

To set the fax header,

- 1. Start your browser.
- 2. Type the IP address of your MFP. The MFP's web page appears.



- 3. Click General from Menu to prompt the General screen.
- 4. Type current date and time using the format (YYYY/MM/DD) and (hh:mm:ss) and click **Update** to save your settings.



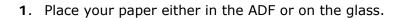
- 5. Click Fax Settings from Menu to prompt the Fax Settings screen.
- 6. Enter your text in the **ID** # field. For example, your company name or your fax number. Up to 32 characters or digits can be entered.
- 7. Enter the product's fax number in the **Station Number** field on the **Fax Settings** screen. Up to 20 digits can be entered and some characters such as "+", " "(space), are supported.

The following is an example of the fax header.

ID#: AAA Company Station #: 5231111 To:1234567 2007/07/31 15:31 Page:1

4 Operation

With an intuitive control panel and a large LCD display, the product is designed to be easy-to-use. After the administrator has completed the configuration of the machine, basically, operating the product takes only a few steps as follows.



⊠ E-mail

☐☐ Fax



3. If you are pressing , enter an e-mail address or select one address

from the address book. If you are pressing , choose your desired folder to save your image.

If you are pressing , enter a fax number or select one number from the phone book.

4. Press ("Black & White") or ("Color") button to start scanning and send the scanned document to your printer, e-mail address, filing server, or a remote fax machine.

The following sections describe the advanced steps on how to make copy of your scanned document, how to fax your scanned document, and how to distribute your document over the internet.

Loading Paper

The product can scan and send document(s) either in the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, please load your papers in the ADF. The ADF can hold up to 50 pages at one time. If you need to send pages from books, newspaper clippings, or paper with wrinkles or curls, please place your paper on the glass.

Notice on Using the ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 4.5 by 5.5 inches to 8.5 by 14 inches (Legal).
- Document(s) can range in weight from 16 to 28 lbs (0.002" to 0.006").
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean without document placed on it.

Note:

To transmit irregular types of document(s), place the document(s) on the glass or make a copy first and then transmit the copy instead.

Placing Document(s) in the ADF

- 1. Make sure your document is free of staples, paper clips and is not tore out.
- 2. If you have multiple pages, fan your document(s) to avoid occasional paper jam. The ADF holds up to 50 pages at one time.



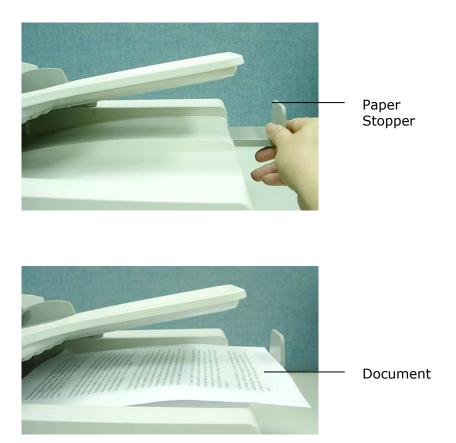
3. Place your document(s) with the text **FACE UP** in the ADF and make sure that the top of each page feeds in first.



4. Adjust the Paper Guides to center the document(s) in the ADF.

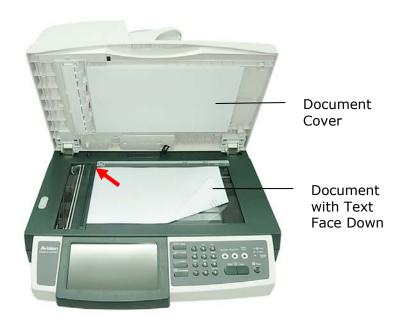
Using the Paper Stopper

If you are using legal size paper, move the paper stopper to the right end as shown below. The paper stopper is designed to keep your document from falling to the floor during operation.



Placing Document(s) on the Glass

- 1. Open the document(s) cover to reveal the glass.
- 2. Place your document with the text **FACE DOWN** on the glass and align the document in the upper-left corner.



3. Close the document cover.

Basic Operation

Important!

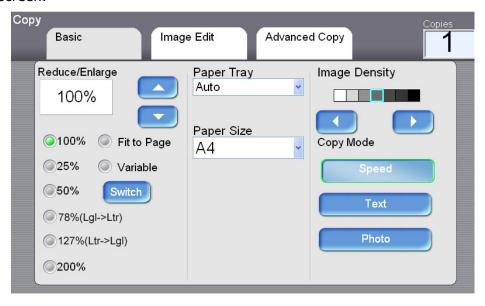
Before making copies through your printer, please make sure your printer has been properly connected to the product and that the power of the printer has been turned on FIRST. Otherwise, the copy function may not work properly.

Using the Default Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.



2. Press the **Copy** button on the control panel to prompt the **Copy** main screen.



3. Press the **B&W Start** or **Color Start** button on the control panel to copy your document(s) in black and white.

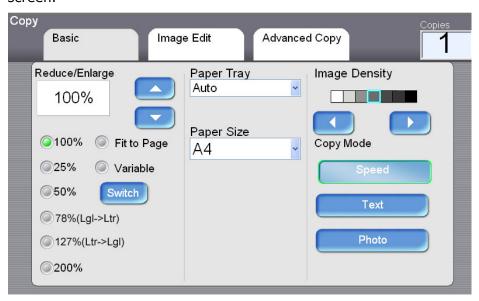
Advanced Operation

Using Special Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.



2. Press the **Copy** button on the control panel to prompt the **Copy** main screen.



- 3. If you need to make more than one copy, enter your desired copy count with the numeric keypad on the control panel. The number of copy will appear on the upper right corner.
- 4. On the **Basic** screen, check if the original size, the present scaling percentage, the image density or the copy mode meets your requirement. If not, make any change that suits your needs.
- 5. Choose the **Image Edit** or the **Advanced Copy** tab to prompt more settings. (For more information about the settings, see the settings description below.)
- 6. Press the **B&W** or **Color** button on the control panel to copy your document(s) in black and white.

Settings Description

Basic	
Item	Description
Reduce/Enlarge	Select your scaling percentage by touching the
	Switch button.
	Choice: *100%, 25%, 50%, 78% (Legal ->
	Letter), 93% (Fit to Page), 127% (Letter ->
	Legal), 200%, Variable
	Variable means selecting your scaling percentage in
	one percent increment from 25%~400% by the
	Up-arrow and Down-arrow key.
Paper Tray	Sets which paper tray will be used for current Copy
	job.
	Choice: *Auto (Select paper tray automatically),
	Tray 1, Tray 2, MP(Multi-purpose) Tray
	Please confirm if the paper size of the scanner's LCD
	has changed when you change the paper size of the
	printer.
Paper Size	Sets your paper size.
	Choice: A4, Letter, A5, B5, Legal. Note Legal
	size is available on the ADF only.
Image Density	Use "Density" control to adjust image density from
	level 1 to level 7.
	Choice: 1, 2, 3, *4, 5, 6, 7
Copy Mode	Choose the focus of your copy result. For example,
	if your document contains many pictures, choose
	Photo. If your document contains text only, choose
	Text. Speed mode is a standard mode for all
	documents.
	Choice: *Speed, Text, Photo
Image Edit	
Erase Border	Sets the length of border you wish to cut.
	Options: *0/0.25/0.5/0.75/1.0 inch or
	*0/6/13/19/25 mm.
Margin	The "Margin Adjustment" option will move the copy
Adjustment	image to the right or/and to the bottom; depending
	on "Right" and "Bottom" parameters.
	Right or Bottom options: *0/0.25/0.5/0.75/1.0
	inch or *0/6/13/19/25 mm.
Unit	Choose the unit you wish to use.
	Choice: *Inch, mm
* Factory Default	

Advanced Copy	1	
Collate	Choose your copies to be place 1,2,3/1,2,3/1,2,3) or "*Stack" 1,1,1/2,2,2/3,3,3) orders.	
Duplex	Choose one of the four types for (Check if your printer includes Choice: 1 to 1 Sided, *1 to to 1 Sided	a duplex option.)
	1 to 1 Sided: Copy single-side of one sheet of paper.	led originals onto one side
	1 to 2 Sided: Copy single-side of one sheet of paper.	led original onto two sides
	2 to 1 Sided : Copy double-si of one sheet of paper.	ded original onto one side
	2 to 2 Sided: Copy double-si of one sheet of paper.	ded original onto two sides
	1 to 1 Sided	1 to 2 Sided
	2 to 1 Sided	2 to 2 Sided
	Example:	
	-	+
	1 to 1 Sided	1 to 2 Sided
	-	+
	2 to 1 Sided	2 to 2 Sided

Orientation

Specify how you would bind your duplex printing.

Note: This feature is available only if a duplex option is installed.

Choice: *Long Edge to Long Edge, Long Edge to Short Edge, Short Edge to Long Edge, Short Edge to Short Edge

Long Edge means documents to be bound or to be flipped on the long edge of paper.

Short Edge means documents to be bound or to be flipped on the short edge of paper.



Long Edge to Long Edge

Turn your documents from long-edge binding to long-edge binding.



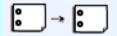
Long Edge to Short Edge

Turn your documents from long-edge binding to short-edge binding.



Short Edge to Long Edge

Turn your documents from short-edge binding to long-edge binding.

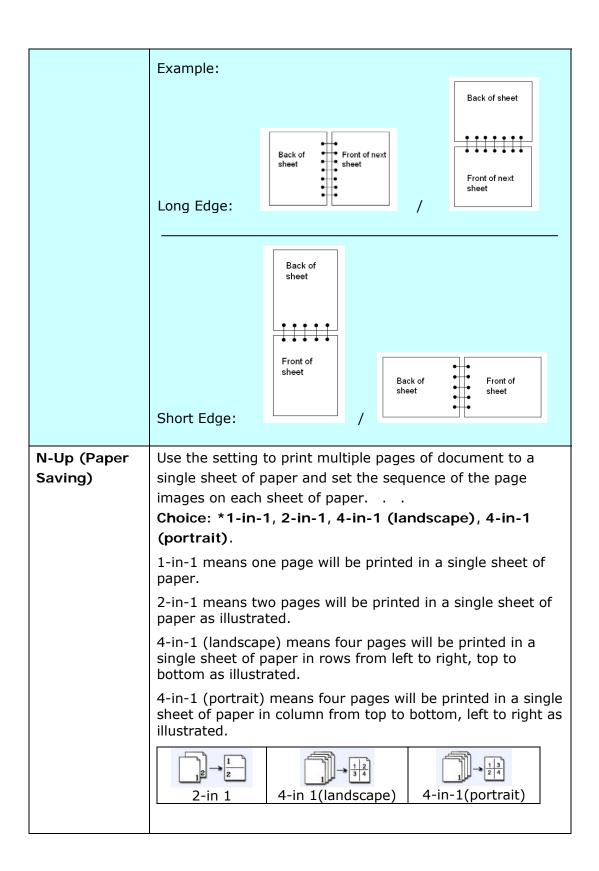


Short Edge to Short Edge

Turn your documents from short-edge binding to short-edge binding.

Note: The selection of orientation varies depending on type of duplex printing.

Availability of Orientation	
All options are unavailable.	
Only Long Edge to Long Edge and Short	
Edge to Long Edge are available.	
Only Long Edge to Long Edge and Long	
Edge to Short Edge are available.	
All options are available.	



Stamp	If you wish to contain specific wordings as your stamp,
	please enter text in this option for your scanned document.
	(Note: In the Stamp field, there is a small "Soft Keyboard" icon shown at the upper-right corner. Touch anywhere on the Stamp field to bring up the soft keyboard to enter your stamp characters.)
* Factory Default	t

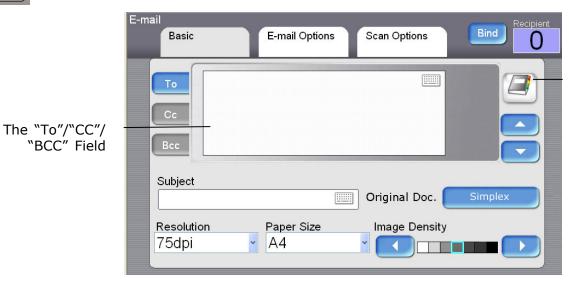
Sending Your Document to E-mails

Basic Operation

Using the Default Setting

- 1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
- 2. Press the **E-mail** button on the control panel. The following **E-mail** main screen appears.





The Address Book button

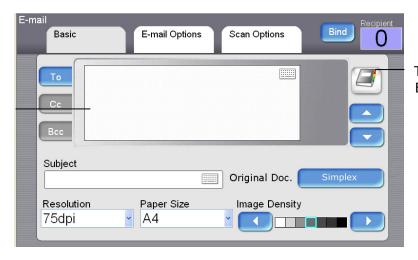
- 3. Enter the e-mail address.
 - Touch any place on the "To" field (the empty box in the center) to bring up the "soft keyboard" to type your email address. Press **Enter** to type the 2^{nd} e-mail address and then click **Return** to return to the **E-mail** main screen.
 - You may also touch the **Address Book** button to bring up the address book and then select from the list. You can also select multiple addresses at one time.
- 4. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

Advanced Operation

Using Special Settings

- Place your document(s) with text FACE UP in the ADF or FACE DOWN on the glass.
- 2. Press the **E-mail** button on the control panel. The following **E-mail** main screen appears.





The Address Book button

The "To"/"CC"/
"BCC" Field

- 3. Enter the e-mail address.
 - Touch any place on the "To" field (the empty box in the center) to bring up the "Soft Keyboard" to type your email address. Press **Enter** to type the 2nd e-mail address and then click **Return** to return to the **E-mail** main screen.
 - You may also touch the **Address Book** button to bring up the address book and then select from the list. You can also select multiple addresses at one time.
- **4**. Enter or select CC and BCC address as well, if necessary. Enter the subject of your e-mail via the soft keyboard. If not, the "Default Subject" will be displayed in recipients' e-mail message.
- **5**. On the **Basic** screen, check if the original size, scanning resolution, original doc.: Simplex, or image density meets your requirement. If not, change the settings to suit your needs.
- 6. Press the E-mail Options tab to prompt the E-mail Options screen. Enter the file name of the scanned document, the "From" address, and type your e-mail message if necessary in the Text field via the soft keyboard. (For more information about the settings, see the settings description below.)

- 7. Press the **Scan Options** tab to prompt the **Scan Options** screen. Change the file format and compression level of the scanned image if the default settings are not satisfactory.
- 8. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

Settings Descriptions

Basic	
Item	Description
Resolution	Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. Choice: 75, 100,150, *200, 300, 400, 600 dpi. Note: If you are scanning duplex (two-sided) paper, the resolution for color or gray image is up to 300 dpi.
Original	Choose your original paper size.
Size	Choice: A4, Letter, A5, B5, Legal. Note: The Legal option is only for ADF scan.
Image Density	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using Web Page. Increasing the value makes the printouts darker and decreasing the value makes the printouts lighter. Choice: 1, 2, 3, *4, 5, 6, 7
Original	Choice: Simplex, Duplex(Long), Duplex(Short)
Doc.	Simplex : If your original is a single-sided document, choose Simplex to scan your documents only in one side.
	<pre>Duplex(long): If your original is a double-sided document which is bound along the long edge of paper, choose Duplex(Long) to scan your document in the front and the rear side.</pre>
	<pre>Duplex(Short): If your original is a double-sided document which is bound along the short edge of paper, choose Duplex(Short) to scan your document in the front and the rear side.</pre>

Bind	Multi-batch document scanning from the ADF or Multi-page
	scanning from the flatbed can be enabled. Press the Bind
	button when loading more than 50 pages on the ADF or more
	than one page on the flatbed. After scanning the 1 st batch or
	1 st page, a dialog box will pop up enquiring if you wish to
	Bind or End. Choose Bind to scan next batch or page of
	document or End to stop scanning.
E-Mail Option	าร
Item	Description
File Name	Enter the file name for your scanned document without
of	extension. If you have not entered a value in the box, the
Attachment	system will bring you a default file name, image. Using
	#Y#M#D#h#m#s#n makes file name change as time goes.
	(Y), M, D, h, m, s, and n represent year, month, date, hour,
	minute, second and series number respectively.) For
	example, type file name: test#D#n will bring your filing file
	name as test0500001
From	Enter the "From" address of your outgoing mails from the
	product. If an e-mail can not be sent, notification is returned
	to this address. If the administrator has not set the device's
	email account in the Mail Server settings, you can enter the
	email address here. This is the "From" address in your e-mail
	when you receive an email from the product.
Reply To	Enter a "Reply to" address if you wish to specify a reply
	address which is different from the "From" address. Up to 60
	characters can be entered in the field. To enter the address,
	you may press anywhere on the "Reply To" field to bring up
	the soft keyboard to type the address.
Text	Type your email message here. To enter the text, you may
	press anywhere on the "Text" field to bring up the soft
	keyboard to type the text.
File	Limit the file size of the attachment of each outgoing email to
Separation	avoid the size limitation from SMTP servers. Use the combo
	box to select from the list.
	Choice: 1MB/3MB/5MB/10M/30MB/*Unlimited

Scan Options	
Color	File Format: Choose the file format for your scanned image. Choice includes *PDF, TIFF, JPEG, MTIFF Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. Compression Level: Choose the compression level for your scanned image. Choice: *Low, Medium, High If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.
Black/White	Multi-Level (Gray): Choose "ON" if you wish to make gray copies or *OFF to make a B&W (single-bit) copies. File Format: Choose the file format for your scanned image. Choice includes *PDF, TIFF, JPEG, MTIFF for Gray image or *PDF, TIFF, MTIFF for B&W image. Compression Level: *Low, Medium, High (If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to Raw only. If you choose OFF from Multi-Level (Gray), the file formats include PDF, PCX, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw.)
* Factory Default	

Note:

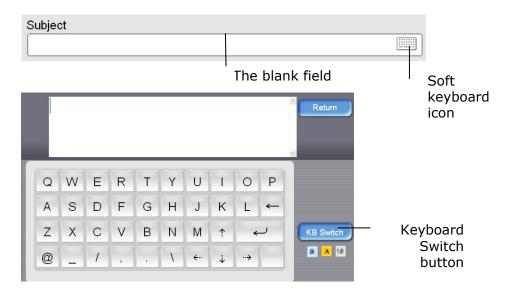
- ✓ If you make a mistake during the process, press the **Stop** button on the control panel to cancel the operation.
- ✓ The machine allows you to send the scanned document(s) to multiple
 e-mail addresses. After finishing entering your first e-mail address, simply
 press Enter to type your next address in the next line.
- ✓ Up to 64 characters can be entered in the File Name of Attachment, "To", "From", "Reply to", "Subject", and the "Text" fields.
- ✓ If you wish to scan a multi-page document and convert it to a single image file, choose your output file format to be MTIFF or PDF.
- ✓ If you wish to send multiple pages from the flatbed or more than one load (50 pages) from the ADF, press the Bind button first. The button will be highlighted and after finishing scanning your first page or first load, you will be prompted to enquire if you wish to bind next page or next load. Place your next page on the flatbed or next load on the ADF and choose **Bind** to continue. After finishing scanning all your pages, choose **End** to close the dialog box.

Using the Soft Keyboard

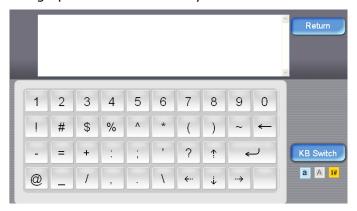
In the **E-mail** main screen, the soft keyboard is used to enter your e-mail address, or message in the text field.

To use the soft keyboard,

 Whenever there is a soft keyboard icon shown in the blank field, for example, the following Subject field on the E-mail screen, touch anywhere on the blank field to bring up the soft keyboard.



2. To enter small letters or other characters, press the **KB Switch** button to bring up the small-letter keyboard as shown below.



3. To return to the **E-mail** main screen, press the **Return** button.

Using the Address Book

To select e-mail addresses,



- Touch the Address Book icon on the E-mail main screen. The following Address Book screen appears.
- 2. Touch an e-mail address to select it. The selected one will be highlighted. (You may touch another address for multiple selections.)
- 3. Touch **OK** to return to the **E-mail** main screen.



To select a group address,

- 1. On the **Address Book** screen, touch the **Group** tab to prompt the following **Group** screen.
- 2. Touch a group to select it and touch **OK** to return to the **E-mail** main screen. (You may touch another group to select multiple groups)



To search an e-mail address or a group,

- On the Address Book main screen, touch Search to prompt the following E-mail Search screen.
- Choose your search type. (All means to search the addresses from current Address Book of the product. LDAP means to search the addresses from an external address book on a LDAP server.)
- 3. Enter your search string via the soft keyboard.
- 4. Touch the **Search** button to start searching.



Sending Your Document to Filing Servers

Before sending your document to destination servers, you should set up a few folders first to speed up the process. A folder contains a list of parameters such as your filing protocol, directory, file name and other scanning parameters. On how to set up a new folder, please refer to the preceding section, "Adding a New Folder By the Product's Web page" in the previous chapter.

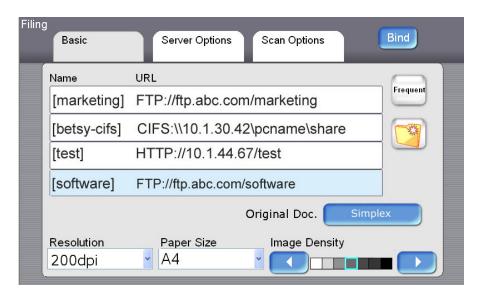
Basic Operation

Using the Default Settings

 Place your document(s) with text FACE UP in the ADF or FACE DOWN on the glass.



2. Press the **Filing** button on the control panel. The LCD-display prompts the following **Filing** main screen.

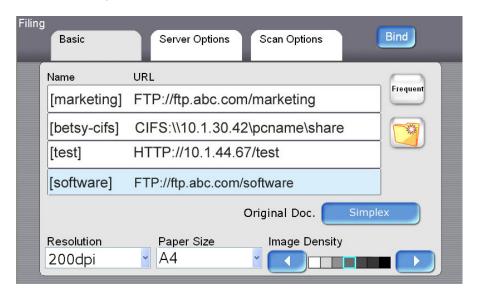


- 3. Choose a folder to place your scanned image.
 - Or you may use the **Up-arrow** or **Down-arrow** button to scroll from the list.
 - Or you may switch to most frequently used folder list by touching the **Show All** button.
- 4. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

Advanced Operation

Using Special Settings

- Place your document(s) with text FACE UP in the ADF or FACE DOWN on the glass.
- 2. Press the **Filing** button on the control panel. The LCD-display prompts the following **Filing** main screen.



- 3. Choose a folder to place your scanned image.
 - Or you may use the **Up-arrow** or **Down-arrow** button to scroll from the list.
 - Or you may switch to most frequently used folder list by touching the **Show All** button.
- 4. On the **Basic** screen, check if the original size, scanning resolution, or image density meets your requirement. If not, change the settings to suit your needs.
- 5. Touch the Server Options tab to prompt the Server Options screen. If you are a registered user with a different login name displayed on the Server Options screen, please enter your own login name and password, your desired file name for the scanned image, the e-mail address to send the filing report, and check if you wish to create a subfolder on the screen.
- 6. Touch the **Scan** tab to prompt the **Scan Settings** screen. Change the file format and the compression if they are not your ideal choice. (For information about the setting, please see the setting descriptions below.)
- 7. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.



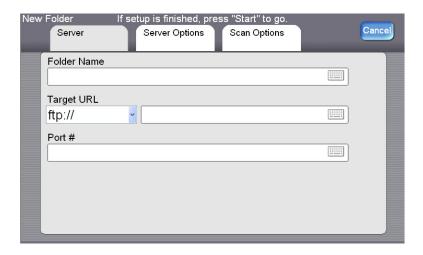
Setting Descriptions

Basic	
Item	Description
Resolution	Choose scanning resolution for your scanned document. The higher the resolution, the greater details for the scanned image yet it requires more disk space. Choice: 75, 100, 150, *200, 300, 400, 600 dpi. Note: If you are scanning duplex (two-sided) paper, the resolution for color or gray image is up to 300 dpi.
Original Size	Choose your original paper size. Choice: A4, Letter, A5, B5, Legal. Note: The Legal option is only for ADF scan.
Image Density	If your original document is too light or too dark, you can use this option to adjust the density level. Choice: 1, 2, 3, *4, 5, 6, 7
Original	Choice: Simplex, Duplex(Long), Duplex(Short)
Doc.	Simplex: If your original is a single-sided document, choose Simplex to scan your documents only in one side. Duplex(long): If your original is a double-sided document which is bound along the long edge of paper, choose Duplex(Long) to scan your document in the front and the rear side. Duplex(Short): If your original is a double-sided document which is bound along the short edge of paper, choose Duplex(Short) to scan your document in the front and the
	rear side.
Bind	Multi-batch document scanning from the ADF or Multi-page scanning from the flatbed can be enabled. Press the Bind button when loading more than 50 pages on the ADF or more than one page on the flatbed. After scanning the 1 st batch or 1 st page, a dialog box will pop up enquiring if you wish to perform continue scan. Choose Bind to scan next batch or page of document or End to stop scanning.
Server Option	าร
Login Name	If you are a registered user with a different login name displayed on the Server Options screen, please enter your own login name here.
Password	Enter your own password of the destination server if you are a registered user yet with a different login name displayed on the screen.

File Name Report to E-mail	Enter your desired file name if you wish to create a different file name that is previous set in the folder. Using #Y#M#D#h#m#s#n makes file name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, type file name: test#D#n will bring your filing file name as test0500001 Enter an e-mail address if you wish to send the filing report to the e-mail.
Create a Subfolder	Choose ON to enable the server to create a subfolder when sending the scanned image to the destination server. (Check if you are authorized to write under the destination server.) Choice: ON , * OFF
Scan Options	
Item	Description
Black/White	File format for documents to be sent in colors via filing from the product. Choice: 1. File Format: *PDF, JPEG, TIFF, MTIFF(Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file. 2. Compression Level: *Low, Medium, High (If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.) File format for documents to be sent in black and white via
	filing from the product. Choice: 1. Multi-Level (Gray): ON, *OFF 2. File Format: *PDF, PCX, MTIFF(Multi-page TIFF), TIFF 3. Compression Level: *Low, Medium, High (If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to Raw only. If you choose OFF from Multi-Level (Gray), the file formats include PDF, PCX, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw.)
* Factory Defau	It

Adding A New Folder

If your location to save current scanned document is not in current Folder list, add a new one by touching the **Add New Folder** button. This prompts the following **New Folder** screen. The **New Folder** screen contains server and scanning parameters that are almost the same with the parameters of Folder Template except the Folder Name. Refer to the following table to enter the relevant value and then finally touch the **B&W Start** or **Color Start** button to start sending your document.



Note:

After sending the scanned document to your target server, the new folder will be automatically added to the folder list in the **Folder** main screen.

Server Information	
Item	Description
Folder Name	Enter name of your folder.
Target URL	Please choose the type of protocol of your filing server in the first field. Choice includes *FTP, HTTP, CIFS, HTTPS. Please enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due
	to different protocol. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\ https://. Important note: You must use this CIFS filing format, file:\\IP\computer name\folder name, to set CIFS URL.

Port #	Enter the port number for the server which you want
	to store your scanned document.
	Default value: FTP:21, HTTP:80, CIFS:139,
	HTTPS:443
	If the default value is different from the real case,
	input the correct port number in this field. Touch
	anywhere on the "Port" field to bring up the soft
	keyboard to enter the text.
Server Options	
Login Name	Enter the login name of the destination server.
Password	Enter the password of the destination server.
File Name	Enter the file name for your scanned document without extension. Using #Y#M#D#h#m#s#n makes file
	name change as time goes. (Y), M, D, h, m, s, and n represent year, month, date, hour, minute, second and
	series number respectively.) For example, type file
	name: test#D#n will bring your filing file name as
	test0500001
Report to	Enter an e-mail address if you wish to send the filing
E-mail	report to the e-mail.
Create a	Choose ON to enable the server to create a subfolder
Subfolder	when sending the scanned image to the destination
Can in a can	server. (Check if you are authorized to write under
	the destination server.)
	Choice: ON, *OFF
Scan Options	
Item	Description
Original Size	Choose your document size.
	Choice: *A4, Letter, A5, B5, Legal Note the legal
	size is available from the ADF only.
Resolution	The scanning resolution for your scanned document.
	The higher resolution makes a clearer image, but occupies more space.
	Choice: 75, 100, 150, *200, 300, 400, 600 dpi. Note: If you are scanning duplex (two-sided) paper, the resolution for color or gray image is up to 300 dpi.
Image Density	Choose the density level.
	Choice: 1, 2, 3,*4, 5, 6, 7. (1 means the weakest density while 7 means the strongest density.)

Color File Format	File format for the scanned documents to be sent in colors via filing from the product.
	Choice:
	 File Format: *PDF, JPEG, TIFF, MTIF(Multi-page TIFF) Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file.
	2. Compression Level: *Low, Medium, High (If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)
B&W File	File format for documents to be sent in black and white
Format	via filing from the product.
	Choice:
	1. Multi-Level (Gray): ON, *OFF
	2. File Format: *PDF, MTIFF(Multi-page TIFF), TIFF
	3. Compression Level: *Low, Medium, High
	(If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to Raw only.
	If you choose OFF from Multi-Level (Gray), the file formats include PDF, TIFF, and MTIFF. The
	compression Level of MTIFF or TIFF includes G3, G4, and Raw.)
* Factory Default	

Faxing Your Scanned Document

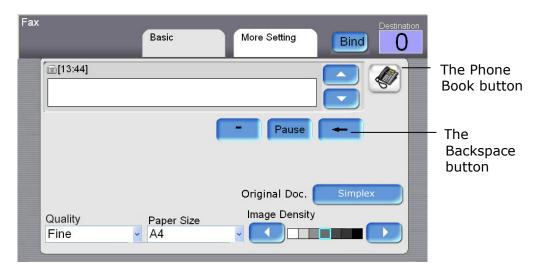
Important!

Before faxing your document through the MFP, make sure that you have installed a telephone line on the MFP. Refer to Chapter 2 on how to connect a telephone line.

Basic Operation

Using the default settings

- 1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
- 2. Press the **Fax** button on the control panel to prompt the **Fax** main screen.





Fax



- 3. Enter the fax number with the numeric keypad on the control panel.
 - Or you may touch the **Phone Book** button to bring up the telephone book and then select the number from the list.
 - You can also select multiple fax numbers at one time. To enter next fax number, press the **Down-arrow** key at the right of the **Phone Number** field after finishing entering the first fax number.
- 4. Press the **B&W** button to send your document(s) in black and white.

Note:

- ✓ If you make a mistake during the process, press the **Stop** button on the control panel to cancel the operation.
- ✓ Up to 20 characters can be entered in the **Fax Number** field and some characters such as "-" and "P" (a 2-second pause) are supported.
- ✓ When entering a phone number from the numeric keypad, include any PSTN access number (number to access the public telephone line, usually a 9 or 0), area codes, and the telephone number.
- ✓ The machine allows broadcast faxing. This means it allows you to send
 the scanned document(s) to multiple fax numbers. After finishing entering
 your first fax number, press the **Down Arrow** button on the LCD-display to
 enter your next fax number in the next line. Up to 200 fax numbers can
 be entered and broadcasted at one time.
- ✓ If you wish to send multiple pages from the flatbed or more than one load (50 pages) from the ADF, press the Bind button first. The button will be highlighted and after finishing scanning your first page or first load, you will be prompted to enquire if you wish to bind next page or next load. Place your next page on the flatbed or next load on the ADF and choose **Bind** to continue. After finishing scanning all your pages, choose **End** to close the dialog box.

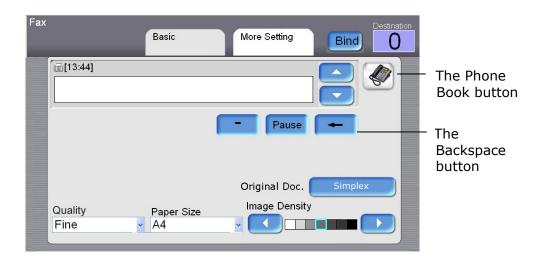
Advanced Operation

Using Special Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.



2. Press the Fax button on the control panel to prompt the Fax main screen.



3. Enter the fax number with the numeric keypad on the control panel.





- Or you may touch the **Phone Book** button to bring up the preset telephone book and then select it from the list.
- You can also select multiple fax numbers at one time. To enter next fax number, press the **Down-arrow** key at the right of the **Phone Number** field after finishing entering the first fax number.

Note the **Destination** button on the upper right corner will display the number of recipients you have chosen.

4. Check if the quality, paper size, original doc.: Simplex, or image density meets your requirement. If not, change the setting to suit your needs. (For more information about the settings, refer to the setting descriptions below.)

- 5. Click the **More Setting** tab to prompt the **More Setting** screen. Check if you wish to use Delay Send, Polling Reception or the Overseas Mode. (For more information about the settings, please see the setting descriptions below.)
- **6.** Press the **B&W** or the **Color** button to send your document(s) in black and white.

Setting Descriptions

Basic	Basic		
Item	Description		
Original Doc.	Choice: Simplex, Duplex(Long), Duplex(Short)		
	Simplex: If your original is a single-sided document,		
	choose Simplex to scan your documents only in one side.		
	Duplex(long): If your original is a double-sided		
	document which is bound along the long edge of paper,		
	choose Duplex(Long) to scan your document in the front and the rear side.		
	Duplex(Short): If your original is a double-sided		
	document which is bound along the short edge of paper,		
	choose Duplex(Short) to scan your document in the		
	front and the rear side.		
Quality	Choose your favorable quality type.		
	Choice: Standard, *Fine, Extra Fine, Photo		
	Standard (200 x 100 dpi): Suitable for most typed		
	originals.		
	Fine (200 x 200 dpi): Good for small print.		
	Extra Fine (200 x 400 dpi): Good for small print or		
	artwork and transmits slower than Fine resolution.		
	Photo (200 x 200 dpi): Use when the original has		
0 1 1 10	varying shades of gray.		
Original Size	Choose your original paper size.		
	Choice: A4, Letter, Legal. Note: The Legal option is only for ADF scan.		
Image Density	If your original document is too light or too dark, you can		
Image Density	use this option to adjust the density level.		
	Choice: 1, 2, 3, *4, 5, 6, 7		
	Onoice. 1, 2, 3, 4, 3, 0, 7		

More Settings		
Item	Description	
Send Later	Enter specific date and time you wish to send the fax via	
(Date/Time)	the soft keyboard. This frees you from the need to	
	manually start the transmission.	
Polling	Choose ON to use the product to poll other machines.	
Reception	Polling is the process of retrieving faxes from another fax	
	machine.	
	Choice: ON, *OFF	
Overseas Mode	Choose ON to avoid transmission problems when faxing	
	overseas.	
	Choice: ON, *OFF	
* Factory Default		

Canceling a Fax Job

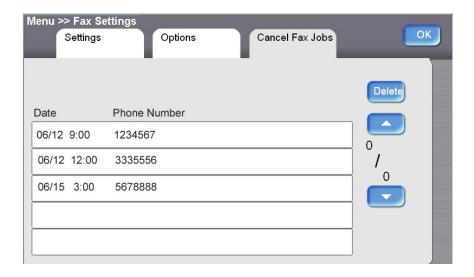
To cancel a fax during scanning,



When the original documents are still scanning, press the **Stop** button to cancel sending the fax.

To cancel a fax during waiting,

If you wish to cancel a previous set delayed sent fax, touch the **Cancel Fax Job** tab to prompt the following **Cancel Fax Job** screen. Touch the fax job you wish to cancel and then the **Delete** button to cancel the fax job.

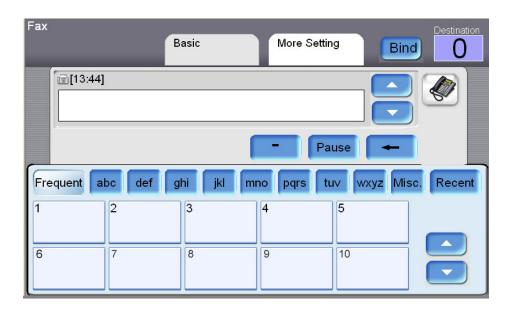


Using the Phone Book

To select a fax phone number or a fax group,



1. In the Fax main screen, press the Phone Book icon to prompt the Phone Book screen.



- 2. To choose a phone number or a group, you may use
 - -Touch the name of an individual phone number or a group shown in the screen that you wish to fax your scanned document. Touch another phone number or group for multiple selections.
 - -If your receiving name of the phone number of group does not appear in the screen, you may find the name by touching the **Characters** button for a quick search.
 - -Or you may touch the **Frequent** or the **Recent** button to show the 10 frequently used or 10 recently used names of phone numbers or groups.

Scanning Your Documents

System Requirements

- IBM compatible PC (Pentium or later);
- Microsoft Windows 2000, Windows XP, Windows Vista
- A USB (universal serial bus) port
- At least 100M bytes of free hard disk space (500 MB is recommended)
- At least 128M bytes of system memory (512 MB of RAM is recommended)
 At least 1 GB of RAM for Windows Vista
- A VGA monitor
- A CD-ROM drive

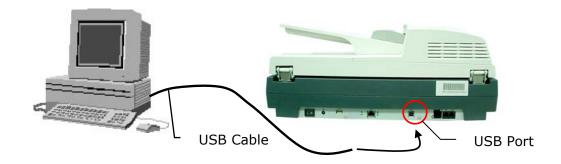
Driver Installation Procedure

Important:

- To ensure the scan function work properly, please install the scanner driver FIRST before connecting the USB cable to the computer.
- 2. The scanner driver contains both TWAIN driver and WIA driver. After the installation of scanner driver is completed, this scanner allows you to scan via a TWAIN user interface or a WIA interface. Start your TWAIN-compatible image editing software application to select a TWAIN or WIA user interface. Or you might launch Microsoft's Scanner and Camera Wizard to scan via WIA user interface.

Installation procedures are as follows:

- 1. Connect the power cable and turn on your product.
- 2. Start Microsoft Windows.
- 3. Insert the supplied CD-ROM into your CD ROM drive.
- 4. The CD-ROM will auto launch on most systems. However, if your system does not support auto launching CD-ROMs, press the Start button, choose RUN, type d:\driver\setup.exe (d: the CD-ROM drive in use), and then click OK.
- 5. Follow the on-screen instructions to complete the driver installation.
- 6. Connect the **square end** of the USB cable to the USB port of your product. Connect the **rectangle end** to the USB port of your computer as illustrated below.



- 7. The computer should detect a new USB device and prompt a "New Hardware Found" message.
- 8. In Windows 98SE or Windows ME, confirm that the "Search for a better driver." is selected and click the "Next" button.
 - In Windows XP, click the **Next** button to continue. When the XP certification screen appears, click **Continue Anyway** to complete the installation.
- 9. Follow the on-screen instruction to complete the installation.

Note:

- 1. To uninstall the scanner driver in Windows 2000/XP, be sure to keep your scanner connecting to your computer.
- 2. This machine contains two USB devices, one for scanner the other for the printer. Therefore, after you have installed scanner driver and printer driver, your computer should detect two USB devices. Follow the instructions on the screen to complete the software installation.

Scanner Operation

- 1. Start your scanning application.
- 2. Pull down the File menu and choose Select Source.

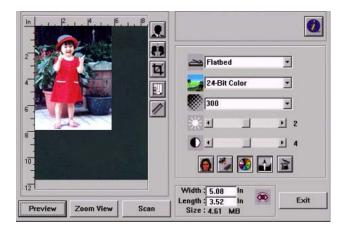
If the **Select Source** command is not available on the **File** menu, see your application's user's guide to determine how the TWAIN link is used. A dialog box with a list of scanning sources appears.

3. Select the model name of your product.

You need to select the source only once, unless you want o choose another scanner.

- Place the document FACE DOWN on the document glass or FACE UP in the ADF.
- 4. Pull down the File menu and choose Acquire.

A dialog box containing scanning features appears.





5. Select the scanning method you want to use on the **Scan Method** drop-down menu.

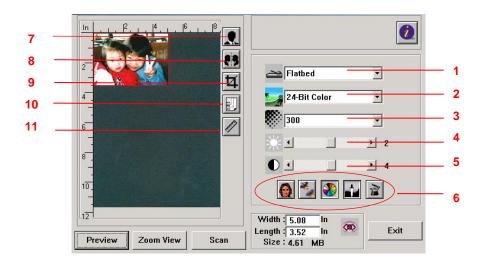


6. Select the mode you want to use for your scans on the **Image Type** drop-down menu.



- 7. Select a scanning resolution on the **Resolution** drop-down menu.
- 8. Select the setting for the scanning features (e.g. Sharpen, Descreen, etc.) that you want to use.
- Click on the **Preview** or **Scan** button to preview or scan you documents.

A Glance of the User Interface



1. Scan Method	Choice: ADF, Flatbed, Duplex.
2. Image Type	Choice: Black & White, Halftone1-4, Diffusion, 8-Bit Gray, 24-Bit Color, 48-Bit Color.
3. Resolution	Choice: 50, 72, 100, 144, 150, 200, 300, 600, 1200 (dpi).
4. Brightness:	Adjust the brightness level from -100 to +100.
5. Contrast	Adjust the contrast level from -100 to +100.
6. Further Tools	Descreen, Sharpen, Color Adjustment, Auto Level, Advanced Settings (From left to right).
7. Invert	Reverse the color of your scanned image.
8. Mirror Function	Flap your image.
9. Preview Auto Area	Resize your scanned area.
10. Paper Size	Select your paper size from Card 4"x2.5", Photo 5"x3.5", Photo 3.5"x5", Photo 4"x6", Photo 6"x4", A5, B5, A4, Letter, Legal, scanner maximum.
11. Measuring Unit	Choice: cm, inch, and pixel.

Using the Basic Features

Choosing Your Scan Method

Choice:

Flatbed: Used to scan a single page on the flatbed, for example, pages from newspaper clipping, paper with wrinkles or curls.

ADF: Select this setting if you wish to scan simplex (single-sided) and multi-page document from the <u>automatic document feeder (ADF)</u>.

Duplex: Select this setting if you wish to scan duplex (double-sided) document from the automatic document feeder.

Selecting a Proper Image Type

Black & White Choose B&W if your original contains only B&W text,

pencil or ink sketch.

Halftone Halftones are reproduction of image that gives the illusion

gray. An example of halftone imaged would be the

pictures you see in newspapers.

8-bit Gray 8-bit Gray images contain actual shades of gray.

24-bit Color Choose 24-bit Color if you wish to scan a color image.



Black & White



Grav



Halftone



24- bit Color

Determining a Proper Resolution

A proper resolution reproduces a clear image with good details. The resolution is measured by dots per inch (dpi).

Adjusting the Brightness and Contrast

1. Brightness

Adjusts the lightness or darkness of an image. The higher the value, the brighter the image.

2. Contrast

Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale.

Enlarging Previewed Image

Enlarge your previewed image to the max. of the preview window.

Note this function only enlarging your preview image. This does not enlarge your real image.

Inverting and Selecting Your Image

The invert command reverses the brightness and the color in the image. For color images, each pixel will be changed into its complementary color at the command of Invert.

Mirror Function

Reverse the right and left side of your image.

Auto Select Image

Automatically set the whole image as your scan area. (Or you may resize the area by "drag and drop" diagonally.)

Enhancing Your Image

1. Descreen

Eliminates the *moire patterns** commonly found in printed matter.

2. Sharpen

Sharpen the scanned image.



Before Descreen



After Descreen



Before Sharpen



After Sharpen

*Moire pattern: An undesirable pattern in a color printing resulting from incorrect screen angle of overprinting halftone.

Color Adjustment

Adjusts the color quality of the image so that it comes close to the original. This function uses default parameters to adjust the image.



Normal



After Color Matching

Auto Level

Automatically adjusts the highlight and shadow areas of the scanned image to optimize your image.







After Auto Level

Using the Advanced Features

The Switch button

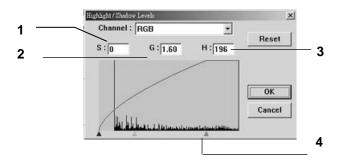
- Click the button to pop up the advanced settings bar at the right side. The advanced settings include Highlight/Shadow, Hue/Saturation/Lightness, Curve, Color Balance, Color Drop-out.
- 2. The Advanced Settings bar



Adjusting Highlight/Shadow Levels



Highlight refers the lightest point in a scanned image while shadow refers the darkest point. Using Highlight and Shadow tool together allows you to extend the range of color and reveal more details in a gray or color image.



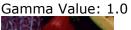
1. Shadow: The darkest point of an image.

2. Gamma: The midtones of the image.

3. **Highlight**: The lightest point of an image.

4. Pointer: Move the pointer to change the value.

When the value of gamma changes, the image changes accordingly.





Gamma Value: 1.4



Gamma Value: 2.0

When the value of highlight and shadow change, the image changes accordingly.

Highlight: 255/Shadow: 0(Normal)



Highlight: 200/Shadow:0



Highlight: 210/Shadow:10

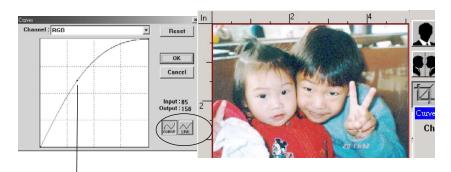
Highlight: 255/Shadow: 50



Adjusting the Brightness Curve



Adjusts the midtones of the image without dramatically altering then lightest and the darkest areas.

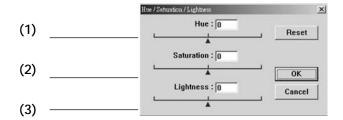


When the curve is moved up or down, the image turns brighter or darker.

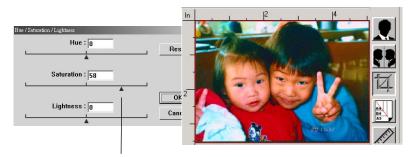
Changing Color Hue/Saturation/Lightness



Improve your image by changing the level of hue/saturation/lightness.



(1).		Adjust the hue by moving the triangle to the right or left. (Note the level of intensity for the color will be changed simultaneously when the hue adjustment is made).
(2).		Move the triangle to the right to increase the saturation level or to the left to decrease the level. The level of saturation decides if the color is pale or rich.
(3).	Lightness	Increase the lightness by moving the triangle to the right or to the left to decrease the lightness.

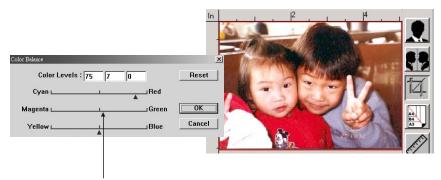


Move the Saturation pointer to the right, the color turns rich.

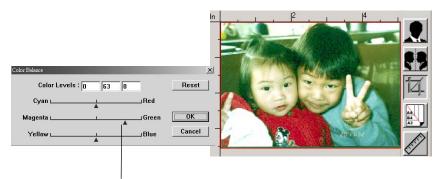
Using Color Balance



The Color Balance allows you to obtain an optimal image quality.



Move the pointer toward Red, the image turns into a reddish hue.



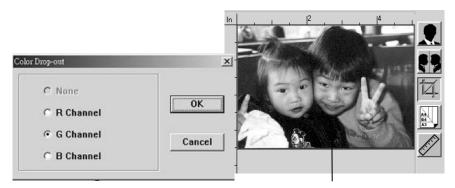
Move the pointer toward Green, the image turns into a greenish hue.

Color Drop-out



Click the button and a dialog box in below will be displayed. This dialog allows you to remove one of the R (Red), G (Green), or B (Blue) color channel. This function is particularly useful when you need to convert text using OCR software.

Note that this function supports only black & white and gray image. Therefore, be sure to choose any black & white or gray image type while applying this function.



The effect on image after removing the G channel



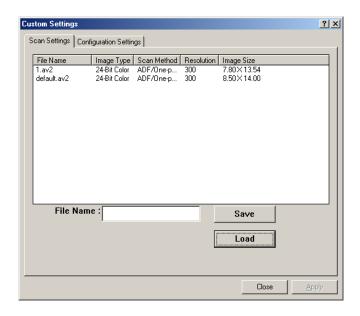
The effect on image after removing the R channel.

Custom Settings

Click the **Custom Settings** button to access a dialog box where you can save your scan settings and configuration settings. There are two tabs: Scan Settings and Configuration Settings.

Scan Settings

The **Scan Settings** tab allows you to save your scanning feature settings in a file, load an existing file, or delete an existing file.



Saving a scan settings file

Type a name for your settings in the **File Name** text box and click the **Save** button. Your settings will be saved and the file name will appear in the list box.

Using a scan settings file

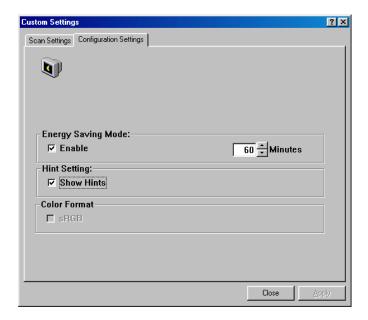
You can use an existing settings file. Right-click the file name for the settings you want to use and click the **Load** button. The settings in the file will automatically be specified in the scanning features dialog box.

Deleting a scan settings file

Right-clicks a file name and press the **Delete** button the computer keyboard to delete the file. Note you cannot delete the default scan settings file default.av2.

Configuration Settings

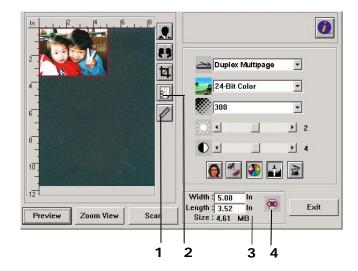
The **Configuration Settings** tab allows you to customize some special settings.



Energy Saving Mode—checks the **Enable** box to enable energy savings. You can specify a time delay in the **Minutes** box. Click the **Apply** button to save the changes. The default setting is 15 minutes.

Hint Setting—check the **Show Hints** box if you want to have flags that show the name of an item appear when you place the mouse cursor on an item in the dialog box. Click the **Apply** button to save the changes.

Using Other Tools



1. Measuring Unit A reminder of the measuring system in use. By

clicking the button, you can change the measuring

unit.

Choice: Inch, cm, Pixel.

2. Paper Size Provide frequently used scan sizes.

Choice: Card 4"x2.5", Photo 5"x3", Photo

6"x4", B5, A5, A4, Letter, and Scanner

Maximum.

- **3. I mage Size** Display image size for the scanned area.
- **4. Lock Image** Fix your output width and height.

Troubleshooting

Information Message

Information Messages During Scanning and Copying

Message	Action
ADF paper	Press the OK button. Reload your document on the auto
empty	document feeder and try again.
ADF cover	Close cover and press the OK button.
opens	
Flatbed cover	Close cover. Clear paper in the ADF and press the OK
opens	button.
Flatbed Light	Restart your product.
Check	If the code still appears, contact your nearest dealer.
Calibration	Restart your product.
Error	If the code still appears, contact your nearest dealer.
Error_Flatbed	Restart your product.
Home Position	If the code still appears, contact your nearest dealer.
Error_Pick Up	1. If this occurs during previewing, split your multi-page
Roller	document to smaller batches and try again.
	2. If this occurs during scanning, the pick up roller may
	not work properly. Contact your nearest dealer for a
	replacement.
Home sensor	Restart your product.
error	If the code still appears, contact your nearest dealer.
Lamp error	Restart your product.
	If the code still appears, contact your nearest dealer.
ADF paper jam	ADF paper jam.
	Open the ADF cover and remove the paper from the ADF.
	If the code still appears, contact your nearest dealer.
Lock error	Scanning unit is locked.
	1. Turn off your product.
	2. Find the lock switch underneath the machine and unlock the machine.
	3. Restart your product.
	If the code still appears, contact your nearest dealer.

Check printer	1. Check if the printer cable has been correctly connected.	
cable or status.	2. Check if the printer is turn on.	
	3. Restart the product and your printer.	
	4. If the message still appears, contact your nearest dealer.	
Detect printer	Please turn the printer off and on before you turn the	
error	scanner on.	
Paper size not	Please set the supported paper size to the tray of the	
supported	printer. HLT and * are not supported.	

Information Messages During Networking

Message	Action
The connection has failed.	Ping the IP address of the product from another
Please check network settings.	PC in DOS prompt. For example, type "Ping
The address is invalid.	10.1.20.144" in Dos prompt. If the product has
Please check network settings.	no response, then perform the following steps.
Network is down.	1. Check if the RJ-45 connector is firmly
Please check network settings.	plugged-in.
Network is unreachable.	2. Check the Ethernet cable.
Please check network settings.	3. Check the product's IP address.
Connection aborted by the	4. Check the destination IP address.
server.	5. Check Subnet Mask.
Please check network settings.	6. Check Gateway IP.
Connection reset by the	
server.	
Please check network setting.	
Connection timed out.	
Please check network setting.	
Unable to reach the destination	
host.	
Please check network settings.	
Failed to connect mail server.	Check network environment.
Please check network	
environment.	
Connection error.	
Please check network	
environment.	
Failed to create socket for	Check IP address of DHCP server or contact your
DHCP	network administrator for further help.
Failed to search DHCP server.	
Failed to get IP from DHCP	
server.	
Failed to renew IP from DHCP	
server.	

Information Messages During E-Mailing

Message	Action
Sequence error	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.
Device internal failure	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
Failed to connect mail server	Contact your network administrator for further help.
Failed to get response from mail server.	Contact your network administrator or nearest dealer for further help.
SMTP server is empty. Please specify SMTP server in User Tools.	Please specify IP address of the SMTP server by pressing the User Tools button on the panel.
SMTP server address is wrong. Please check SMTP server.	Check the IP address of the SMTP server.
Unpredicted error	Contact your network administrator or nearest dealer for further help.
Insufficient System Storage	Contact your network administrator for further help.
Mail server doesn't support SMTP service extension	Contact your network administrator for further help.
Mail server doesn't support SMTP login authentication.	Contact your network administrator to turn on SMTP login option.
SMTP login error	Check your login user name.
Mailbox Unavailable	Check "To" address.
Processing Error	Contact your network administrator for further help.
Temporary authentication failure	Contact your network administrator for further help on mail server's authentication mechanism. Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.
Command error	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
Parameters or argument error	 Check if the Device Name is valid. The Device Name can be found in User Tools>General. Check "From" address. Check "To" address. Contact your network administrator for further help.

Command parameters not implemented	Check if the Device Name is valid. The Device Name can be found in User Tools>General. Or you may contact your network administrator for further help.
Authentication requires	Contact your network administrator on mail server's authentication mechanism. Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.
Mailbox unavailable	Check "To" address.
User not local	Check "To" address.
Service unavailable	Contact your network administrator for further help.
Mail server does not support SMTP service extension.	Contact your network administrator for further help.
Exceeded storage allocation	 Check "To" address. Check mailbox storage allocation. Contact your network administrator for further help.
Mailbox name is not allowed	Check "To" address.
Mail action has not been taken.	Check "To" address.
Connection error	 Check network environment. Check if email attachment size is larger than the mailbox quota.
The transaction has failed.	Contact your network administrator for further help.

Information Messages During Filing

Meaning	Action
Can not create a	Make sure you have the privilege.
subfolder.	
Device internal	Reboot the machine, and try later. If the error is still there,
failure	contact your nearest dealer.
Failed to connect	Make sure the FTP server is not shut downing and port number is
FTP server.	correct. If the error is still there, contact your FTP server
	administrator.
Unpredicted error	Contact your network administrator for further help.
FTP login name	Check your login name and try again
error	
FTP password	Check your password and try again
incorrect	
FTP can't enter this	Make sure your have privilege to enter this directory.
directory.	
FTP can't check file	Make sure your have privilege to browse this directory.
existed or not	
FTP can't change	Contact your server administrator for further help.
data transfer type.	
FTP store file error	Make sure your have privilege to store file in the server.
Insufficient storage	Check FTP server free storage space and contact your server
space in system.	administrator.
File name not	Change file name to meet naming convention of FTP server's OS.
allowed.	
FTP permission	Check the privilege of your account.
denied.	
CIFS (User level)	This account has not right to create new subdirectory.
can not make	
subdirectory	
CIFS Network	Check directory in folder and make sure it follows UNC, such as
share name	\\Computer\Share\directory.
incorrect.	
Failed to connect	Check if server supports CIFS(SMB) connection.
CIFS	
CIFS Computer	Make sure computer name in the directory is correct.
name error	
CIFS dialect	This CIFS may not support PC NETWORK PROGRAM 1.0 dialect.
negotiation failed.	
CIFS (User level)	Check login name and password and try again.
login fail.	

CIFS fail to create file.	Make sure you have full control privilege on this network share.
CIFS send data error	Check your network administrator for help.
CIFS failed to send file attribute.	Make sure you have full control privilege.
HTTP unauthorized	This HTTP server needs authorization. Make sure your account has correct authorization.
Failed to connect HTTP	Check Server IP and HTTP port. Make sure they are correct. Or, Check whether that server supports HTTP connection.
HTTP Resource not found	That server can't save the files, contact your server administrator for help.
HTTP Forbidden	This action is forbidden in this server. This is not unauthorized but forbidden.
Unpredicted error	Contact your server administrator or nearest dealer for further help.
HTTP MKCOL method not allowed	Contact server administrator to change permission on this privilege.
HTTP MKCOL method not implemented	HTTP server does not support MKCOL to create directory. Give up creating a new directory or create directory at server in advance.
HTTP PUT method not allowed	Contact server administrator to change permission on this privilege.
HTTP internal server error	Contact your server administrator for further help.
HTTP PUT method not implemented	That server does not implement HTTP PUT method. This product can't store file on this server, contact your system administrator for help.
HTTP server unavailable	Contact your server administrator for help.
HTTP server does not support HTTP version 1.1	That server does not support HTTP version 1.1 (the product uses), contact your server administrator for help.
POP3 server address is wrong.	Check IP address of POP3.
Failed to connect POP3 server.	Contact your network administrator for help.
Failed to login POP3 server.	Check login name and password.

LDAP server login	Check login name and password.
error	
LDAP server IP	Check IP address of LDAP server. Or contact your network
error	administrator for help.
LDAP port error	Check if the port number is correct.
LDAP user	Check if the password is correct.
password error	

Information Codes During Faxing

Please note when a problem occurs during faxing, only "Communication Error" will be shown in the LCD-display. The information codes which indicate possible causes will only be shown in the Fax Activity Report. To print the Fax Activity Report, simply select "Yes" or "Error only" in the "Transmission Report" option when you press the "User Tools" button and choose Fax Settings and then Options in succession.

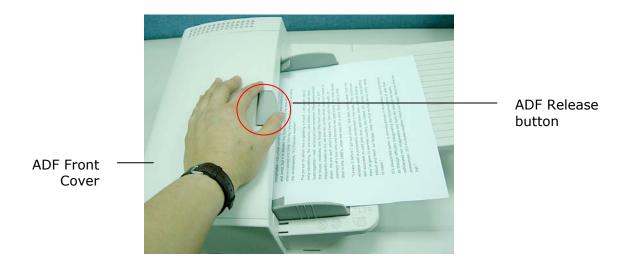
Code	Description/Cause
0	Fax is done & OK.
0200	Error occurs, but cause is unknown since your fax machine has not received fax message from the remote fax machine. Check the remote fax machine and then try again.
0201	No Dial Tone "Detect Dial Tone" is enabled and there is no dial tone detected.
0202	 Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line. The line quality is poor. Please try again or use another line. If the error still occurs, please call service.
0203	No fax response. The remote modem or fax modem has not sent fax message within the specified time. Check the remote fax machine and then try again.
0204	Destination line is busy. Waits a few seconds, then try again.
0205	User has cancelled the job during scanning or transmission.
0207	 Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line. The line quality is poor. Please try again or use another line. If the error still occurs, please call service.
0209	The remote fax machine may be disconnected.
	Check the remote fax machine and then try again.
0212	 Your fax machine receives wrong fax message from the remote fax machine. Please try again or use another line. The line quality is poor. Please try again or use another line. If the error still occurs, please call service.

0213	Your fax machine receives wrong fax message from the remote fax	
	machine.	
	Please try again or use another line.	
0215	Your fax machine receives wrong fax message from the remote fax	
	machine.	
_	Please try again or use another line.	
0225	The line quality is poor. Please try again or use another line.	
	Your fax machine receives wrong fax message from the remote	
0226	fax machine. Please try again or use another line.	
	2. The line quality is poor. Please try again or use another line.	
	3. If the error still occurs, please call service.	
	Your fax machine receives wrong fax message from the remote	
0229	fax machine. Please try again or use another line.	
	2. The line quality is poor. Please try again or use another line.	
	3. If the error still occurs, please call service.	
0220	1. Your fax machine receives wrong fax message from the remote	
0230	fax machine. Please try again or use another line.	
	2. The line quality is poor. Please try again or use another line.	
	3. If the error still occurs, please call service.	
	Memory Full	
	1. Check if the printer is connected. If the printer is not	
	connected, the scanned image will be stored in MFP's memory.	
	2. Your printer may have error message. Check and solve the	
0234	problems. 3. Check Send Later jobs. These jobs are waiting to be	
	3. Check Send Later jobs. These jobs are waiting to be transmitted in memory. Carry out these transmissions to free	
	some memory.	
	4. Current memory is not enough to process the scanning job.	
	Press "Start" to send the pages successfully scanned or "Stop"	
	to abort the job.	
	You may choose a lower resolution or try to send fewer pages	
	at once.	
	Your fax machine receives wrong fax message from the remote	
0227	fax machine. Please try again or use another line.	
0237	2. The line quality is poor. Please try again or use another line.	
	3. If the error still occurs, please call service.	
	1. Your fax machine receives wrong fax message from the remote	
0238	fax machine. Please try again or use another line.	
	2. The line quality is poor. Please try again or use another line.	
	3. If the error still occurs, please call service.	

Clearing a Paper Jam

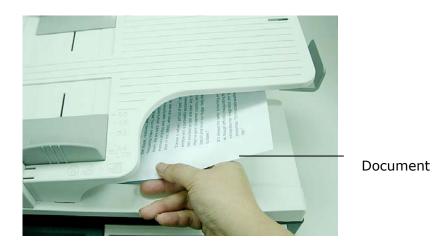
In the event of a paper jam, follow the procedures below to remove the paper:

- 1. Pull the ADF Release button.
- 2. Gently open the ADF front cover to the left.
- 3. Carefully pull the paper out of the ADF unit.
- 4. Close the ADF front cover. The product is now ready to use.





Paper Jam (1)



Paper Jam (2)

Removing the Abnormal Line On Your Scanned Image

If your scanned image is shown with abnormal lines on it, it is probably caused by the dust or toner particle on the strip of document glass.

To remove the dust or toner particle,

- 1. Dip a soft clean cloth with isopropyl alcohol (95%).
- 2. Wipe the strip of document glass as shown below.
- 3. Close the document cover. The product is now ready for use.



Maintaining Your Machine

Cleaning the Glass

The product is designed to be maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

To clean the glass,

- 1. Open the document cover as shown below.
- 2. Dip a soft clean cloth with isopropyl alcohol (95%).
- 3. Gently wipe the document glass and the white sheet beneath the document cover to remove the dust or any toner particles.
- 4. Close the document cover. The product is now ready for use.



- 1. Document Cover
- 2. Document Glass

Cleaning the LCD-display

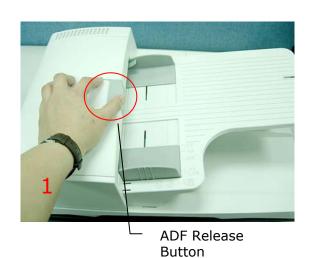
To clean the display surface, use a soft cloth, either dry or moistened with neutral detergent or ethanol. Do not use any organic solvents, acid or alkali solution.



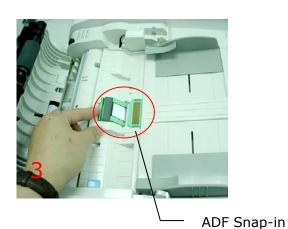
Cleaning the ADF

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the product may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

- 1. Moisten a clean lintless cloth with isopropyl alcohol (95%).
- 2. Pull the ADF Release button.
- 3. Gently open the ADF front cover. Wipe the feeding rollers from side to side. Rotate the rollers forward with your finger and repeat the above cleaning procedures until the rollers are clean. Be careful not to snag or damage the pick springs.
- 4. Wipe the black part of the ADF snap-in pad.
- 5. Close the ADF unit. Your machine is now ready to use.









Pad

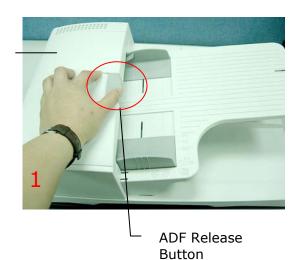
Replacing the ADF Snap-in Pad Module

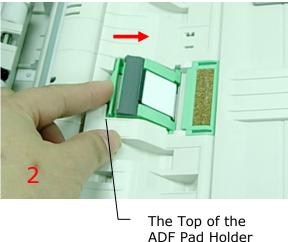
After scanning approximately 30,000 pages through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

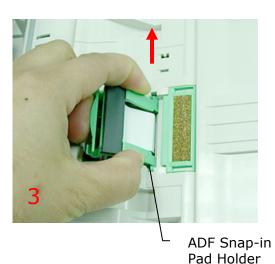
Disassembling Procedure

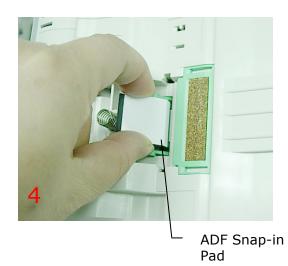
- 1. Pull the ADF Release button and open the ADF front cover to the left.
- 2. Press the top of the ADF snap-in pad as illustrated to raise the holder.
- 3. Press both sides of the holder inwardly to remove it from the slot.
- 4. Press both sides of the ADF snap-in pad inwardly with your fingers to pull out the ADF snap-in pad from the slot.

ADF Front Cover



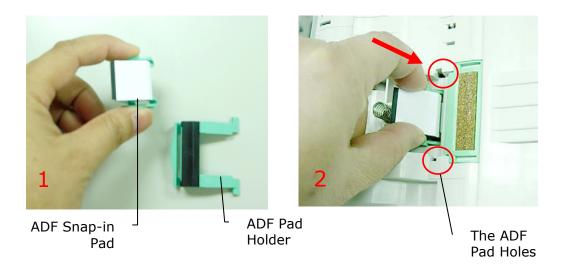






Assembling Procedure

- 1. Take out the ADF pad module from the box.
- 2. Press both arms of the ADF snap-in pad inwardly with your two fingers. Place it into the holes until it snaps into place.
- 3. Press both sides of the ADF snap-in pad holder and insert the pins to the holes.
- 4. Press down the top of the holder until it snaps into place.



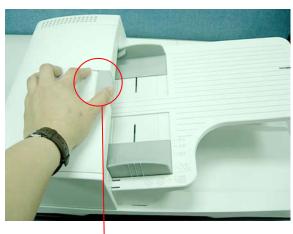


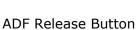


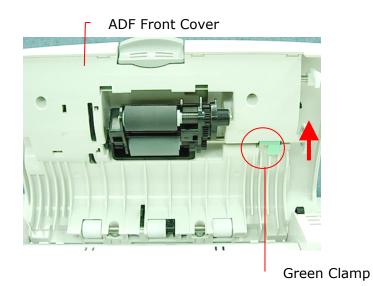
Replacing the ADF Roller

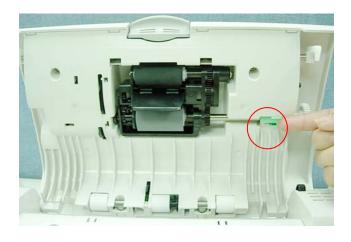
After scanning approximately 200,000 pages through the ADF, the ADF roller may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the roller with a new one. Please follow these steps to replace and install the ADF roller.

- 1. Pull the ADF Release Button to open the ADF front cover.
- 2. Move the green clamp up.
- 3. Hold the roller and slightly move it forward to detach the roller.











Assembling Procedure

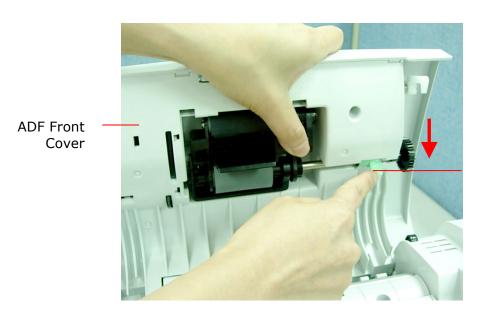
To install the ADF roller, please follow these steps.

1. Insert the ADF roller to its slot and hold it with one hand as illustrated.



ADF Roller

2. Move down the green clamp and press it down as illustrated. If it is properly installed, you will hear a clear snap-in sound.



Green Clamp

3. Close the ADF front cover.

Appendix

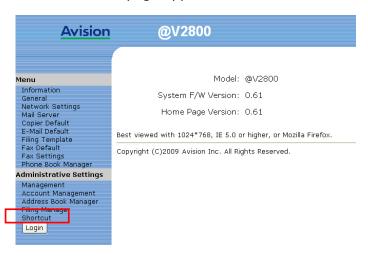
Defining Your Shortcut Buttons

The product's Shortcut provides you an effective way to make copy or distribute your documents in three simple touches on the LCD-display or the control panel. The three-step operation saves you a considerable amount of time in typing or choosing your favorable settings.

Before using the shortcut buttons, you need to first define the shortcut buttons via the product's web page.

To define a shortcut,

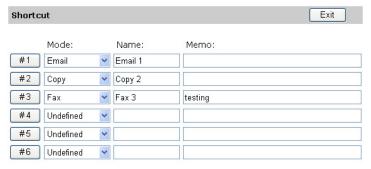
- **1**. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
- **2.** Type IP address of the product in the URL field. For example, http://10.1.30.83 The product's embedded web page appears as shown below.



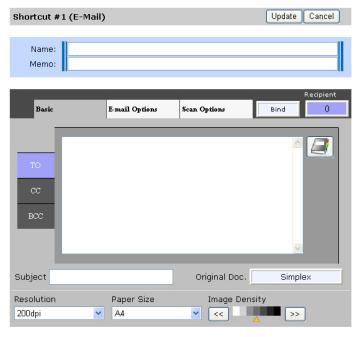
3. Click **Shortcut** and you will be prompted to enter a password.



4. Click **Login** since the machine is shipped with no specific login name and password to prompt the **Shortcut** screen. (You can assign your password later.)

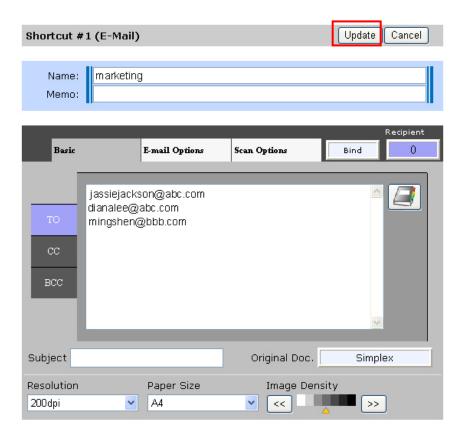


- **5**. Choose your desired working mode from the **Mode** drop-down list box for shortcut button #1. (For example, the E-mail mode)
- **6.** Click the "#1" button to prompt the following **Shortcut #1 Settings** screen. (Note the default settings for the designated working mode will be displayed)



- **7**. Enter name, memo, and e-mail addresses in the To, CC, or BCC box if necessary.
- **8.** Enter your subject, and specify your desired resolution, paper size, and image density if necessary.

- **9.** If the original document is duplex (double-sided), click the **Simplex** button to switch to Duplex.
- **10.** Click the **E-mail Options** or the **Scan Options** tab if you wish to define more settings for your Shortcut button #1.
- **11**. If all settings have been set satisfactory, click **Update** to permanently save the settings or Cancel to leave the screen without saving the settings.



Note:

- Up to six shortcut buttons can be assigned.
- Except for entering the button name and its memo, other shortcut settings are the same with the operation steps described in Chapter 5. Please refer to Chapter 5, *Operation* for more details on how to set the settings for E-mail, Copy, Folder, and Fax function.
- To edit your current shortcut button, simply click the button number and make your changes and click **Update** to save your changes.
- To delete your current shortcut button, click the button number and choose your working mode to be "**Undefined**".

To use a shortcut button,

 Set your default working mode to be Shortcut by pressing the User Tools button and choose Management>Device Management>Default Mode>Shortcut in succession. Press OK to save the change.

Or you may set the default working mode via the product's web page and choose **Management>Default Mode>Shortcut**. Press **Update** to save the change.

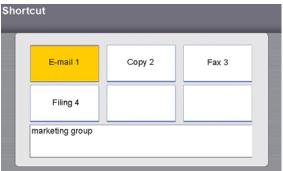
Note: Either way will be blocked by a password since this action is only permitted by a system administrator.



2. Press the **Reset** button on the control panel. The LCD-display shows the following **Shortcut** screen.



3. Choose your desired Shortcut button. The LCD-display will show the memo of your selected Shortcut button to verify your shortcut.



Press the B&W or Color button on the control panel to copy or send your documents in black and white or in color.



The product's Java-Manager is a convenient and effective browser-based tool to manage the address book of the product remotely. Since only the administrator can manage the address book, it is highly recommended that the administrator read this chapter before manage the product.

Adding an E-mail Address

To add an e-mail address,

- 1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
- Type IP address of the product in the URL field. For example, http://10.1.30.83. The product's embedded web page appears as shown below.



1. Click Address Book Manager and you will be prompted to enter a password.



12.Click **Login** since the machine is shipped with no specific login name and password to prompt the **Address Book Manager** screen. (You can assign your password later.)



13.Click the **E-mail** icon and choose **New** to prompt the following **Add a New E-Mail Address** dialog box.

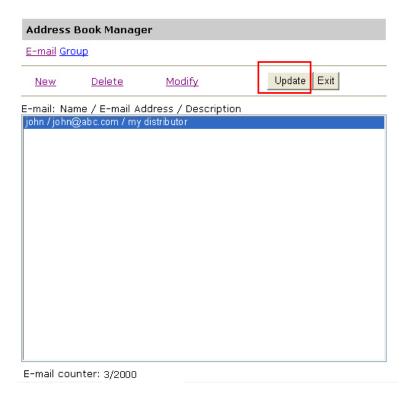


14.Enter name, e-mail address, and description and then click **Add** to temporarily save the latest data or **Cancel** to return to the **Address Book Manager** screen.

Add a New E-Mail Address



15.Click **Update** to permanently save the new e-mail address, or **Exit** to leave without saving the address.



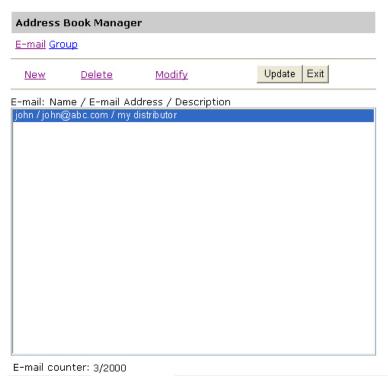
Note:

Up to 2,000 e-mail addresses can be entered in the Address Book.

Modifying an E-mail Address

To modify an e-mail address,

1. Repeat Step 1 to Step 4 from the previous section, *Adding an E-mail Address*. The **Address Book Manager** dialog appears.



Choose the address you want to modify from the list and choose Modify to
prompt the Modify an E-Mail Address dialog box. Or double click the
address which you want to modify to prompt the Modify an E-Mail Address
dialog box.

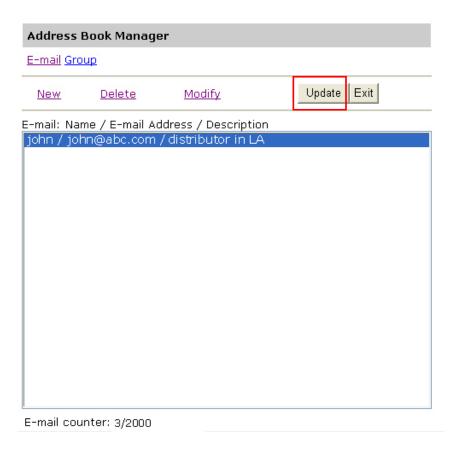


3. Modify your address data.

4. Click **Update** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.



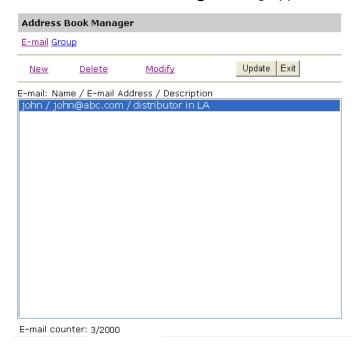
5. Click **Update** to permanently save all the latest changes, or **Exit** to leave without saving any latest change.



Deleting an E-mail Address

To delete an e-mail address,

1. Repeat Step 1 to Step 4 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog appears.



Choose the address you want to delete from the list and then choose Delete
to erase the address. A Confirmation dialog box appears to confirm your
deletion. Click OK to confirm or Cancel to exit.



3. Click **Update** to permanently save all the latest changes, or **Exit** to leave without saving any latest change.

Note:

You can make multiple selections by choosing one email and then pressing the Shift key to delete them at once.

Adding A New Group

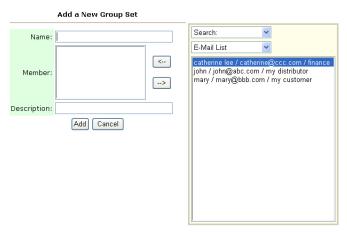
To send multiple addresses simultaneously at one time, you can create address group to speed up the process. Up to 99 addresses can be included in one group and a total of 20 groups can be created in the Address Book.

To add a new group,

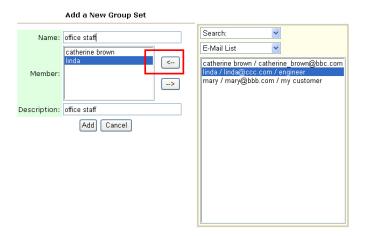
1. Repeat Step 1 to Step 4 from the previous section, *Adding An E-mail Address*. The **Address Book Manager** dialog box appears.



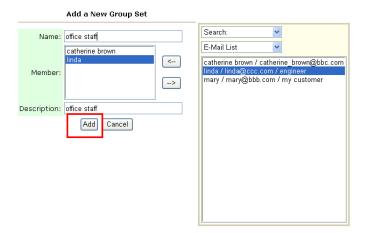
2. Click the **Group** icon and choose **New** to prompt the **Add a New Group Set** dialog box.



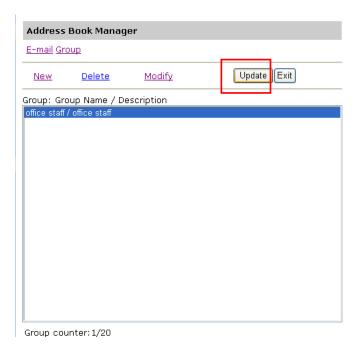
- 3. Enter your group name.
- 4. Choose the address from the right side and click ← to add a member to the group.



5. Click **Add** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.

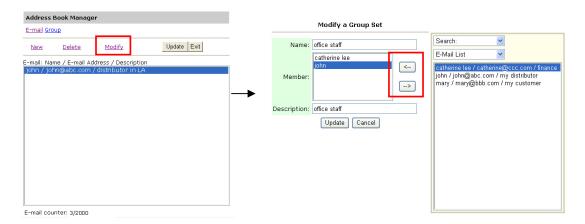


6. Click **Update** to permanently save all the latest changes, or **Exit** to leave without saving any latest change.

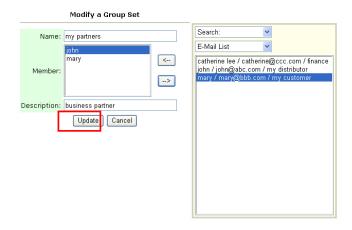


To modify a group,

1. In the Address Book Manager screen, click the **Group** icon and choose **Modify** to prompt the **Modify a Group Set** dialog box. Or you may double click the group to prompt the **Modify a Group Set** dialog box.



- Modify your group information. Choose the group member you wish to add and then click ← to add the new member or click → to delete an old member from the group.
- 3. Click **Update** to temporarily save the latest data, or **Cancel** to return to the **Address Book Manager** screen.



4. Click **Update** to permanently save all the latest change on the product, or **Exit** to leave the screen without saving any latest change.



Deleting Groups

To delete a group,

1. In the **Address Book Manager** screen, click the **Group** icon and choose a group you wish to delete.



2. Click **Delete** to erase the group. A Confirmation dialog box appears to confirm your deletion. Click **OK** to delete or **Cancel** to exit.



Click Update to permanently save all the latest data on the product, or Exit to leave the screen without saving any latest data.

Note:

You can make multiple selections by choosing one group and then pressing the Shift or the Ctrl key to delete them at once.

With the Fax Phone Book, you can send your scanned documents simultaneously to multiple fax machines to increase your efficiency. The Fax Phone Book allows you to create up to 200 phone numbers and 20 phone groups to save the time entering your number.

Adding a New Fax Number

To add a new fax number,

- 1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
- 2. Type IP address of the product in the URL field. For example, http://10.1.30.83 The product's embedded web page appears as shown below.



- 3. Click Phone Book Manager to prompt the Phone Book Manager screen.
- 4. In the **Phone Book Manager** screen, create your phone book by entering the names and phone numbers as illustrated below.



5. Click **Update** after completing your entry or **Exit** to leave the screen without saving your changes.

Deleting or Modifying Phone Numbers

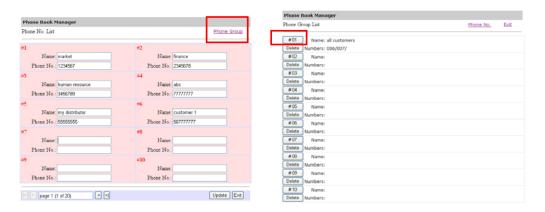
To delete or modify current phone number, simply make your changes in the **Phone Book Manager** screen and then click **Update** to save the changes.

Adding a New Fax Group

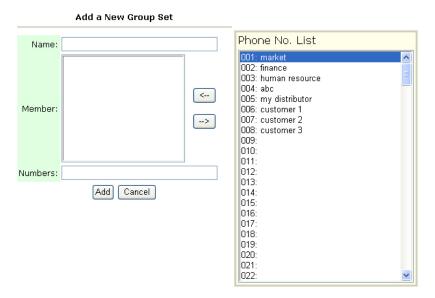
Please note up to 50 phone numbers can be included in a fax group and up to 20 groups can be created in the Phone Book.

To add a new group,

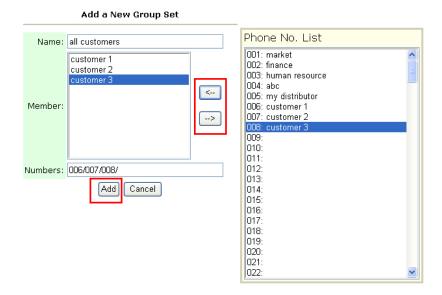
1. In the **Phone Book** screen, click **Phone Group** at the upper right corner to prompt the following **Phone Group List** screen.



2. Click a new group number to prompt the following **Add a New Group Set** screen.



3. Enter the name of the group, and select group members by the arrow keys as illustrated below.



4. Click **Add** to save your settings and return to the **Phone Group List** screen.

Modifying a Phone Group

To modify a phone group,

- 1. In the **Phone Group List** screen, click the group which you wish to modify.
- 2. In the **Modify a Group Set** screen, enter your changes and then click **Update** to save your settings and return to the **Phone Group List** screen.

Deleting a Phone Group

To delete a phone group,

- 1. In the **Phone Group List** screen, click **Delete** beneath the group number which you wish to delete.
- 2. A **Confirmation** dialog box is prompted. Click **Yes** to delete or **No** to cancel.

Account Management

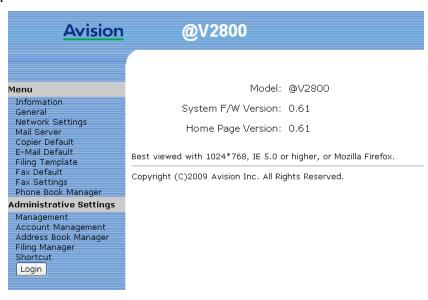
This chapter is specifically targeted to the persons who are responsible for the administration of the product. If you are the administrator of this product, please read this chapter before using the product.

This chapter describes how to set up the Account Management. If you wish to assign local users and their privileges in using the individual product feature such as the Copy, E-mail, Filing, or the Fax function, you must set up accounts in the Account Management. The Account Management is available only through the product's embedded web page.

After the administrator has set up accounts in the Account Management and restarted the product, a user is required to create login name and password and quota to use the product. The access to the Account Management is blocked by the administrator password. It is recommended that an administrator create a password before performing these activities.

Setting up Account Management By the Product's Web Page

- 1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
- 2. Type IP address of the product in the URL field. For example, http://10.1.30.83. The product's embedded web page appears as shown below.



3. Click Account Management and you will be prompted to enter a password.



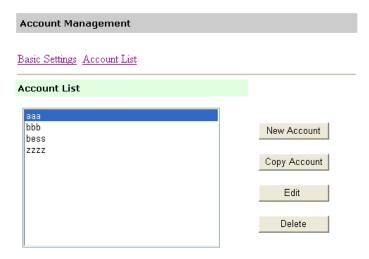
4. Click **Login** since the machine is shipped with no specific login name and password to prompt the Account Management dialog box. (It is suggested to assign a password later for effective management.)



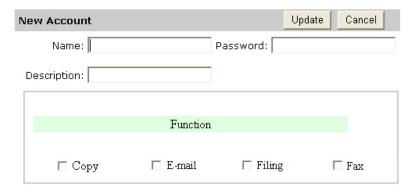
5. In the Basic Settings tab, select your security type and then enter the server's URL in the Server URL field, type in your server port in the Port field. Finally click **Update** to save your settings. You may refer to the following table for the details of each setting:

Basic Settings			
Item	Description		
Туре	Choose your preferable authentication type for account		
	management.		
	Choice: None, Local, HTTP, LDAP, SMTP		
	"None" means no account management will be applied.		
	"Local" means using the product as the authentication type, and		
	the name and password entered in the Account management		
	are saved in the product memory.		
	"HTTP, LDAP, or SMTP" means using a HTTP, LDAP, or SMTP		
	server as the authentication type.		
Server	Assign the URL of authenticating SMTP, HTTP or LDAP server.		
Information	Touch anywhere on the URL field to bring up the soft keyboard		
IP or URL	to enter the text.		
Port #	Enter the port number if you choose HTTP, LDAP, or SMTP as		
	your authenticating server. Default value: http:80,		
	CIFS:139, https:443		

6. Once you have chosen either one of the Local, SMTP server, LDAP server, or HTTP server as your security type. You need to set each local user's login name and password. To create a new account, click the **Account List** tab to open the following **Account List** dialog box, as shown below.



7. Click the **New Account** button to open the **New Account** dialog box, as shown below.



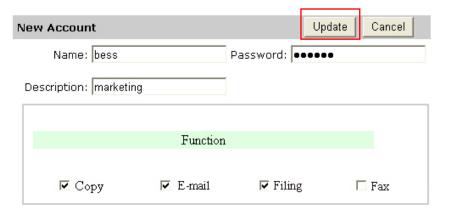
8. Set up your user name and password respectively in the **Name** and **Password** fields. The name and password are case-sensative and up to 64 characters can be entered in the **Name** field and up to 16 characters can be entered in the **Password** field. Fill the **Description** field if necessary.

9. Define the user's privilege in using the product.

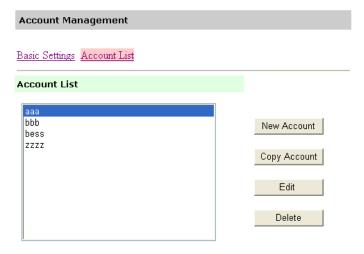
- Function

Check the name of function to be allowed to perform.

For example, the administrator allows the user, Bess, to perform the Copy, E-mail, and Filing function, but does not allow him to use the Fax function. The **New Account** settings are demonstrated as below.



10. Click **Update** to save the settings and return to the **Account List** screen.



Copy Account:

If you wish to permit other users to use the same privileges as one user, simply select the account from the account list and then click the **Copy Account** button to prompt the **Copy Account** screen. You only need to give a new name and password for the new user without retyping the rest. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any latest changes.

Edit:

If you wish to edit a specified local user, choose the account from the account list and then click the **Edit** button to prompt the **Edit Account** screen. Modify the required changes and then click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any latest changes.

Delete:

If you wish to delete a current local user, select the account from the account list and click the **Delete** button. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any latest changes.

Note:

You can make multiple selections by choosing one group and then pressing the Shift or the Ctrl key to delete them at once.

Specifications

Items	Specification			
General Specifications				
Regulatory Model	NetDeliver @V2800			
Туре	A4 Flatbed with 3-pass Duplex ADF			
Memory Size	System: 128 Mbytes,			
	Image processing:64 Mbytes			
Elask Managan Cias	Scanner Asic: 64 Mbytes			
Flash Memory Size	9.5 Mbytes			
Light Source	Cold Cathode Fluorescent Lamp			
Color Output Quality	24 bits Color, 8 bits Gray			
	4 bits CMYK, 1 bit mono			
Optical Resolution	600x600 dpi			
Network Connection	10/100 Mbits auto-negotiation			
Dimensions (W x D x H)	205x485x475 mm			
Weight	10.2 Kgs (FB:6kgs)			
Warm Up Time	45 seconds			
Power Requirement	24Vdc, 3.2A			
Power Consumption	Working < 62 W			
	Standby < 30 W			
1.00.01	Sleep < 20 W			
LCD Size	800*480 dots			
LCD Diamby	Effective Area: 152.4 * 91.44 mm			
LCD Display LED Indication	7" color TFT LCD Power			
LED Indication	Alarm			
	Energy Saving			
Copy Port	USB 2.0			
Power Saving Mode	Time to 0ff: 5/15/30/60/240 min			
Acoustic Noise	Standby ≤ 45dB			
	Flatbed Scanning ≤ 54 dB			
	ADF Scanning ≤ 66 dB			
Operation Environment	10 ~ 35 degree C, 10 ~ 85% RH			
Specification of Flatbed				
Dimensions (WxDxH)	480x475x92 mm			
Weight	5.93 Kgs			
Maximum Scanning Area (Flatbed)	8.5" x 11.7"			
Lamp Life	More than 10,000 hours			
Maximum Document Thickness	13mm			

Specification of Auto I	Document Feeder
Туре	U-shape
Capacity	50 sheets (Xerox 4024 DP 20lb paper)
Dimensions (W x D x H)	480x475x205 mm (Flatbed with ADF)
Weight	4 Kg
Document Size	Width:5.5" ~ 8.5"
	Length: 5.5" ~ 14"
Paper Feed	Face Up
Paper Weight	16 lb ~ 28 lb (60g/m2 ~ 105 g/m2)
	(0.002"~0.006")
Recommended Daily Scans	Up to 1,000 pages a day
Specification of Copy	
Copy Port	USB 2.0 Host Rev 2.0
Printer Language	PCL5c. PCL5e
Multi-Copy Speed	
Speed mode	32 CPM(type B) (copies per minute)
Multiple Copies(Copy count)	Up to 99
Copy Print Resolution	600 x 600 dpi
Original Size	Up to Legal(ADF)
Copy Size	Up to Legal
Density Control	1~7 levels
Variable	25% ~ 400%, in 1% increments
Paper Supply	A4, Letter, A5, B5, Legal
Scaling Option	100%(Default)
	70% (A4->A5)
	78% (Legal->Letter)
	86% (A4->B5)
	115% (B5-> A4)
	127% (Letter-> Legal)
	141% (A5-> A4)
	98% (Fit to Page)
Edge Erase	0/ 6/ 13/ 19/ 25 mm
Margin Shift (right, bottom)	0/ 6/ 13/ 19/ 25 mm
Paper saving(N-Up)	1 in 1, 2 in 1, 4 in 1 (landscape), 4 in 1 (portrait)
Collate	Sort/Stack
Duplex	1-1 / 1-2 / 2-1 / 2-2
Orientation for Duplex	Long Edge to Long Edge, Long Edge to Short Edge, Short Edge to Long Edge, Short Edge to Short Edge

Network Specification		
Configuration Requirement	1. IP address	
	2. Subnet mask	
	3. Gateway	
	4. SMTP server/POP3 server	
	5. FTP server	
E-mail Specification	6. Web server	
Protocol	CMTD MIME	
	SMTP, MIME,	
Mail Sever Authentication	SMTP-AUTH, POP3	
File format		
	PDF, TIFF, M-TIFF	
	PDF, JPEG, TIFF, M-TIFF	
Color (24 bit)	PDF, JPEG, TIFF, M-TIFF	
Compression Method		
B/W	RAW, G3, G4	
Gray	JPEG	
Color	JPEG	
Compression Level	Low / Medium / High	
Supported Resolution	75, 100, 150, 200, 300, 400, 600 dpi	
Default Resolution	200 dpi	
Address Book Capacity		
Max. Address	2000	
Group		
No. of Address in Each Group	99	
Multiple Recipients allowed	Yes	
Supported Mail Server	Lotus Mail Server 5.0	
	MS Exchange Server 2000/2003	
	RedHat 7.0 SendMail	
C L LLDAD C	MAC Mail Server in OS 9.04	
Supported LDAP Server	Windows 2003 Active Directory with	
	SFU(Service for Unix)	
	Windows Server 2000 + MS Exchange 5.5 Lotus Notes R5	
Supported Mail Application	Microsoft Outlook 2000	
- approach	Microsoft Outlook Express 5.0	
	Microsoft Outlook Express 6	
	Eudora 4.3.2J	
	Lotus Notes R5	
	MAC built-in MAIL Application	

Fax Specifications				
Compatibility	ITU-T G3 (ECM)			
Modem Speed	33.6K			
Resolution	Receive(dpi):			
	200x100, 200x200, 200x400 dpi			
	Send(dpi):			
	200x100, 200x200			
Compression	MH, MR, MMR			
Transmission Speed	Approx. 3sec.(*1)			
Page Memory	2.0 MB in Flash			
Speed Dial	200 sets			
Error Correction Mode	Yes			
Contrast Control	7 Levels			
Monitor Speaker	Yes			
Busy Tone Detection	Yes			
Redial	Automatic / Manual			
Immediate Transmission	N/A			
Memory Transmission	Yes			
Specification of Filing				
Protocol	FTP, HTTP, HTTPS, CIFS			
File format				
B/W (single bit)	PDF, TIFF, M-TIFF			
Gray (8 bit)	PDF, JPEG, TIFF, M-TIFF			
, ,	PDF, JPEG, TIFF, M-TIFF			
Compression Method				
· · · · · · · · · · · · · · · · · · ·	Raw, G3, G4			
	JPEG			
1	JPEG			
Compression Level	Low / Medium / High			
Supported Resolution	75, 100, 150, 200, 300, 400, 600 dpi			
Default Resolution	B/W: 200 dpi			
	Gray: 200 dpi			
	Color: 200 dpi			
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